

**Dodge County Board of Supervisors**  
**July 18, 2017 – 7:00 p.m.**  
**Administration Building - Juneau, Wisconsin**

The July Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Berres, J. Bobholz, Caine, Glewen and Houchin who had previously asked to be excused.

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Nickel and seconded by Supervisor Benter to approve the minutes of the June 20, 2017, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File**

Karen J. Gibson, County Clerk, reported there were no communications on file.

**Special Orders of Business**

Chairman Kottke called upon Supervisor Maly, Chairman, Information Technology Committee, who introduced Julie Kolp, Finance Director and Ruth Otto, Information Technology Director. Ms. Kolp thanked the County Board members for allowing her and others involved in the Enterprise Resource Planning (ERP) project to present and discuss the project at various committee meetings. She thanked the Board for their input and questions thus far. Ms. Otto added that the ERP project is the largest technology project for the County and touches every piece and part of the County in many different ways. Ms. Otto then introduced Mike Mucha, Director of Research and Consulting for Government Finance Officers Association who presented and discussed the Dodge County ERP project. Following the presentation there were questions by Supervisors Derr, Hilbert, Fink and Nickel answered by Mike Mucha and Julie Kolp.

The following Resolutions and Claim were read by the Clerk and acted upon by the Board:

**Resolution No. 17-21** Authorization to Acquire ERP System and Related Services and Products -- Finance and Information Technology Committees. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Hilbert. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

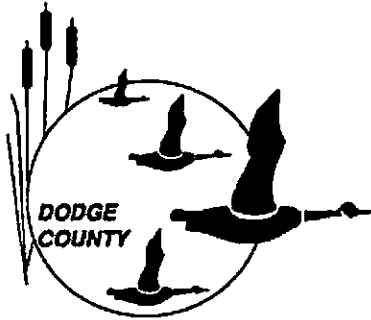
**Resolution No. 17-22** Create Position of Purchasing Agent – Finance Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Maly. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Claim No. 1** On or about April 12, 2017, Dodge County received a Notice of Injury and Claim submitted by Chad A. Stites who is currently confined at the Dodge County Detention Facility alleging that Dodge County correctional staff and others violated his rights and failed to protect him from injury allegedly resulting in \$10,000,000 damages. The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Marsik and seconded by Supervisor Guckenberger. The vote was cast with all voting in the affirmative, thereby disallowing the claim.

The Clerk noted the following had been placed on the Supervisor's desks: 2017 Official Directory for Dodge County, July 29, 2017 Friends of Clearview Brat Fry Flyer, July, 2017 Aging and Disability Resource Center Newsletter and 2017-18 Wisconsin County Officials Directory. The Chairman ordered these be placed on file.

At 7:29 p.m. Supervisor Frohling made a motion to recess until August 15, 2017 at 7:00 p.m. Supervisor Nickel seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.



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ADMINISTRATION DEPARTMENT

*JAMES MIELKE, COUNTY ADMINISTRATOR*

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127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

**County Project and Issue Update  
Volume 31 August 2017**

**2018-2022 Capital Improvement Plan:** A draft of the Five Year Capital Improvement Plan will be placed on your desks at the County Board meeting. Members of the Finance Committee were provided a copy at their July 11<sup>th</sup> meeting. The Finance Committee is scheduled to review the Five Year plan at their August 8<sup>th</sup> meeting.

The goal is to present a Resolution at the September 19<sup>th</sup> County Board meeting for consideration of the 2018-2022 Capital Improvement Plan. Please note, approving the plan does not commit or guarantee any of the identified projects will be funded. Funding is through the budgetary process.

**Proposed Amendment – Sales Tax Allocation Policy:** County Board Supervisor / Beaver Dam Mayor Becky Glewen is scheduled to meet with Corporation Counsel Kim Nass to review potential amendment language. At this time, the plan is to present information related to the amendment at the August 7<sup>th</sup> Executive Committee meeting and the August 8<sup>th</sup> Finance Committee meeting. Based upon committee feedback, the proposed amendment may be brought back before both committees in September with possible County Board action on September 19<sup>th</sup>.

**YTD Sales Tax Remittances:** On the reverse side of this memo is the Year to Date summary of Sales Tax remittances shown by month along with a comparison of years 2011 – 2016.

\*the above information was prepared for distribution on Wednesday July 27, 2017

**Dodge County, Wisconsin  
County Sales and Use Tax Revenue**

7/26/2017

Remittance Period	Collection Period	2011 Remittance	2012 Remittance	2013 Remittance	2014 Remittance	2015 Remittance	2016 Remittance	2017 Remittance	Previous Year \$ Change % Change	
Jan	Nov	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	\$512,301	\$429,376	(\$82,925)	-16.2%
Feb	Dec	410,423	491,041	464,668	465,644	419,112	440,663	686,238	\$245,575	55.7%
Mar	Jan	351,889	334,316	378,875	346,135	399,718	414,299	497,670	\$83,371	20.1%
Apr	Feb	347,948	376,618	380,068	433,718	469,683	321,749	396,375	\$74,626	23.2%
May	Mar	333,146	470,113	481,241	534,851	515,569	407,852	522,150	\$114,298	28.0%
Jun	Apr	479,438	459,467	399,631	422,574	407,861	638,989	587,195	(\$1,794)	-8.1%
Jul	May	412,277	339,517	510,392	589,725	524,613	578,159	470,957	(107,203)	-18.5%
Aug	Jun	410,118	525,156	552,835	672,406	500,849	510,100			
Sep	Jul	443,711	402,754	413,028	461,485	486,051	531,127			
Oct	Aug	421,047	457,675	505,310	565,940	580,603	522,952			
Nov	Sep	466,361	502,994	458,782	490,439	417,286	545,035			
Dec	Oct	442,259	387,671	370,028	484,997	548,922	484,606			
		\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$5,732,174	\$5,907,833	\$3,589,961	\$275,948	
Monthly Average		407,904	423,022	442,499	496,174	477,681	492,319	512,852	39,421	
Highest Monthly Amt		\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	\$638,989	\$686,238	\$245,575	
		June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	June/April	Feb/Dec	Feb/Dec	
Lowest Monthly Amt		\$333,146	\$328,944	\$370,028	\$346,135	\$399,718	\$321,749	\$396,375	(\$107,203)	
		May/March	Jan/Nov	Dec/Oct	Mar/Jan	Mar/Jan	Apr/Feb	Apr/Feb	July/May	
% Of Year Completed								58.3%		
Estimated Year End								\$6,154,219		

2017 Budget	Monthly Budget
\$4,409,653	\$367,471

	Previous Month	
	\$ Change	% Change
State	33,960,608	29,315,153 (\$4,645,455) -13.7%
Dodge	587,195	470,957 (\$116,238) -19.8%

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
130.1661.93	14362	M3 Insurance Solutions, Inc.	06/29/17	17/18 PACKAGE RENEWAL	PV	451183	00130	12,862.03	P
1811.58.8	13754	Gordon Flesch Co., Inc.	06/22/17	OFFICE SUPPLIES	PV	451870	00130	12,126.00	P
1811.58.8	13754	Gordon Flesch Co., Inc.	07/03/17	CORP COUNSEL IMAGE RUNNER	PV	451972	00109	22,402.00	P
1814.58.8	14079	Kronos Inc.	06/29/17	KRONOS VERSION 8 PROJECT	PV	451714	00100	22,905.00	P
1901.5222	15074	Juneau Utilities	06/28/17	ELECTRICITY SERVICES	PV	451184	00100	10,009.65	P
1901.5829	14002	Johnson Controls, Inc.	06/27/17	OTHER CAPITAL IMPROVEMENTS	PV	451182	00100	38,670.00	P
1905.5222	15074	Juneau Utilities	06/28/17	ELECTRICITY SERVICES	PV	451185	00100	11,613.29	P
2029.5819	49829	Jessiffany Canine Services LLC	07/31/17	TRAINED DUAL PURPOSE CANINE	PV	451199	00100	10,000.00	P
2061.5275	22827	Aramark Services, Inc	06/30/17	INMATE MEALS 6/8-14	PV	451188	00100	11,207.25	P
2061.5275	22827	Aramark Services, Inc	06/30/17	INMATE MEALS 6/15-21	PV	451190	00100	11,646.36	P
2061.5275	22827	Aramark Services, Inc	06/30/17	POD 3 MEALS 6/22-28	PV	451192	00100	11,521.36	P
2061.5275	22827	Aramark Services, Inc	07/31/17	INMATE MEALS 6/29-7/5	PV	451726	00100	10,908.50	P
2061.5291.02	50252	Correct Care Solutions, LLC	08/31/17	JAIL MN MEDICAL SERVICES	PV	451448	00100	73,162.82	P
2061.5822	49745	Blmstar Electric Corporation	06/30/17	RETAINAGE SECURITY ELECTRONICS	PV	451447	00100	45,576.35	P
2901.5222	15074	Juneau Utilities	06/28/17	ELECTRICITY SERVICES	PV	451186	00100	12,415.69	P
2902.5222	15074	Juneau Utilities	06/28/17	ELECTRICITY SERVICES	PV	451186	00100	27,623.53	P
2902.5822	22827	Aramark Services, Inc	06/30/17	BUILDINGS	PV	451193	00100	10,943.98	P
2902.5822	32858	Moss Brothers Construction Co., Inc	06/28/17	BUILDINGS	PV	451184	00100	346,164.33	P
7861.5234	11800	Silver Creek Riders	07/31/17	MAINTENANCE GROOMING & MISC	PV	452194	00100	12,841.32	P
Fund . . . . . 00100 GENERAL FUND								820,893.16	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
4807.5219	12426	Lutheran Social Services-MI & Upper MI	06/30/17	SEE ATTACHED - CCS	PV	452124	00100	34,756.50	P
4807.5219	33482	Family Youth Interaction Zone	06/30/17	SUMMER PROGRAM	PV	451444	00100	21,949.62	P
4807.5219	50314	Seasons Counseling LLC	06/30/17	CCS	PV	452126	00100	27,535.00	P
4809.5279.468	14943	Tellurian UCM Inc	06/30/17		PV	451443	00100	12,600.00	P
4809.5279.468	1565	Evargreen Manor III	06/30/17	MI-CERF	PV	451729	00100	14,985.00	P
4809.5279.468	40455	Evargreen Manor II Inc.	06/30/17		PV	451734	00100	10,791.00	P
4825.5299	13771	Green Valley Enterprises Inc.	06/30/17	BIRTH TO 3	PV	451440	00100	31,541.67	P
4846.5299	47338	JusticePoint, Inc.	05/30/17	DOJ GRANT	PV	452125	00100	15,317.00	P
5010.5273.02	12435	Lad Lake, Inc.	06/30/17	Main Program	PV	451286	03242	10,685.40	P
5010.5273.02	19821	Clinicare Corporation	06/30/17	Residential	PV	451288	03242	10,556.90	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	06/30/17	Main Program	PV	451291	03242	10,923.30	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	06/30/17	Main Program	PV	451291	03242	10,923.30	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	06/30/17	Main Program	PV	451291	03242	10,923.30	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	06/30/17	Cheryl House Intensive	PV	451291	03242	13,180.20	P
5010.5273.02	50352	Youth Villages Inc	06/30/17	RCC - Out-of-State	PV	451341	03242	13,500.00	P
5011.5279.01	42967	Foundations Counseling Center Inc.	06/30/17	IN HOME THERAPY-YOUTH AIDS	PV	451445	00100	10,230.00	P
Fund . . . . . 00242 HEALTH & HUMAN SERVICES FUND								260,408.19	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
645.1854	45614	MMIC	07/07/17	LIABILITYINS 3/28/17-3/28/18	PV	451991	00100	24,744.00	P
645.1874	31827	A & J Vans, Inc	06/30/17	2017 DODGE GRAND CARAVAN	PV	450981	00100	38,251.00	P
645.2141.02	42205	Bond Trust Services Corporation	07/31/17	\$16,090,000 GO BOND PAYMENT	PV	452118	00100	31,195.00	P
645.2141.02	51340	Zions Bank	07/31/17	\$9,695,000 GO BOND PAYMENT	PV	451115	00100	111,055.75	P
645.2914.02	42205	Bond Trust Services Corporation	07/31/17	\$16,090,000 GO BOND PAYMENT	PV	452118	00100	523,450.00	P
4520.5211.39	39490	Achieve Solutions	06/30/17	Med A,B & PVT Therapies June17	PV	451204	00100	11,696.24	P
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/17	MA Bed Licenses CLV July 17	PV	451203	00100	23,800.00	P
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/17	MA Bed Licenses-ITD July 2017	PV	451211	00100	41,860.00	P
4528.5211.11	39490	Achieve Solutions	06/30/17	CBIC Therapy Charges-June2017	PV	451205	00100	31,721.45	P
4528.5211.13	39490	Achieve Solutions	06/30/17	CBIC Therapy Charges-June2017	PV	451205	00100	12,455.30	P
4528.5211.15	39450	Achieve Solutions	06/30/17	CBIC Therapy Charges-June2017	PV	451205	00100	31,651.90	P
4528.5345	44091	Omnicare Inc	06/30/17	Pharmacy Charges-June 2017	PV	451214	00100	26,115.92	P
4556.5222	15074	Juneau Utilities	06/30/17	Electric CLV 3/25-6/25/17	PV	451202	00100	27,501.44	P
Fund . . . . . 00645 CLEARVIEW LTC & RRHAS								955,099.80	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
872.2371.17	48342	Kartechne Brothers LLC	07/13/17	TILE, PIPE, SURFACE INLET JUNK	PV	451277	00100	12,598.99	P
Fund . . . . . 00872 DRAINAGE DISTRICTS FUND								12,598.99	

Grand Total . . . . . 2,049,006.14

09450

DODGE COUNTY, WISCONSIN  
 DC Paid Vouchers \$10,000 Or More  
 Voucher paid in July

Page Number 1  
 Date 8/02/17

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Doc Ty	Document Number	Doc Fd	Amount	P C
730.2121	15273	Wisconsin Dept of Transportation	06/29/17	Materials, Jnls & Vchrs	PV	451035	00730	16,493.96	P
730.2121	18077	Northeast Asphalt, Inc.	06/30/17	MMCHIPS	PV	452072	00730	19,339.32	P
730.2121	40879	Potters Industries Inc.	06/26/17	MP031	PV	450984	00730	1,968.00	P
730.2121	42205	Bond Trust Services Corporation	07/27/17	HWY 08/04/11	PV	451795	00730	16,985.00	P
730.2121	42205	Bond Trust Services Corporation	07/27/17	HWY Bond 08/04/11	PV	451795	00730	281,750.00	P
730.2121	49610	Midstates Equipment & Supply	07/14/17	MMASTIC202	PV	451456	00730	28,542.51	P
730.2121	50791	Ennis Paint Inc	06/26/17	MP021	PV	450986	00730	20,479.25	P
730.2121	50791	Ennis Paint Inc	07/18/17	MP011	PV	451455	00730	18,210.50	P
730.2121	51340	Zions Bank	07/11/17	HWY 08/04/11	PV	451059	00730	59,799.25	P
Fund . . . . . 00730								473,397.73	
HIGHWAY AND AIRPORT FUND								473,397.73	
Grand Total . . . . .								473,397.73	

# **Report to the Dodge County Board of Supervisors**

Monthly Report of Budget Amendments/Adjustments

Intra-Department Fund Transfers per Resolution 15-21 - Adopted July 21st, 2015

Unbudgeted/Excess Revenue Appropriation per Resolution 16-23 - Adopted June 21st, 2016

Department	Amount	Type of Amendment	Summary of request submitted from Department to the Finance Department
Clearview	\$40,000	Intra-Dept Fund Trans	To purchase new clinical/billing software system (Matrix)

Submitted by:  
Julie Kolp  
Dodge County Finance Director



Reporting Period:  
July 1st—July 31st 2017

Volume: 13 August 1st, 2017

## The ERP Project Publication Enterprise Resource Planning (ERP)

### The ERP Project and Purchasing Agent Resolutions Passed



On Tuesday July 18th The Dodge County Board unanimously approved the ERP Project Resolution No. 17-21 and the Purchasing Agent Resolution No. 17-22. The next step includes the Project Management Office (PMO) with the assistance of the Governmental Finance Officer Association (GFOA) to complete and approve the Tyler Munis Contract. Once the contract is approved, Tyler will begin to construct a timeline with the Dodge County ERP Team.



**“Don’t be afraid to give up the good to go for the great.”**

**-John D. Rockefeller**

Questions or Comments? Please contact Julie Kolp, the ERP Project Director, regarding project related questions. [jkolp@co.dodge.wi.us](mailto:jkolp@co.dodge.wi.us) or extension 3287.



## **Accomplishments during this reporting period:**

- ⇒ **County Board Resolutions**
  - ERP Project Resolution #17-21 and Purchasing Agent Resolution #17-22 were approved
- ⇒ **Work Orders**
  - Highway Department submitted on-going concerns with Munis' Work Order Functionality.
- ⇒ **Tyler/ Kronos Interface**
  - County/Tyler/Kronos had an additional conference call to discuss the interface requirements
  - County IT received a price proposal from Kronos to complete interface between Tyler and Kronos
- ⇒ **Contract Negotiations**
  - **Statement of Work (SOW)**
    - ◊ Tyler submitted comments back to GFOA on SOW.
    - ◊ GFOA reacted to all questions and proposed changes and resubmitted the SOW to Tyler on July 17.
- ⇒ **Chart of Accounts**
  - Dodge County met with Peg Hartnett, a Senior Manager in the GFOA's Technical Services Center (TSC), to discuss final proposed Funds design and financial reporting
- ⇒ **Policies and Procedures**
  - County completed first draft of Accounts Payable and Accounts Receivable Policy and Procedure Documents
    - ◊ Tyler typically uses the following order to configure the system (chart of accounts; procurement; accounts payable, accounts receivable)
- ⇒ **Implementation Readiness**
  - The future hardware needs of the county have been researched.
- ⇒ **Geographic Information Systems (GIS)**
  - Engagement of R.A. Smith to evaluate our current environment with the vision of expansion to an enterprise system.

## **Plans during the next reporting period:**

- **Work Orders**
  - \* GFOA will map Highways submitted concerns to current requirements or amend the requirements for the final contract to address concerns.
- **Contract Negotiations**
  - \* Finalize contract pricing and statement of work
  - \* Finalize other aspects of the contract as needed
  - \* GFOA Director of Research Mike Mucha Contract Overview
    - ◊ Complete and finalize cost clarifications to provide to the County
- **Continue work on future state Chart of Accounts**
  - \* County collecting information about project and grant data
  - \* GFOA continues to monitor progress
- **Continue to work on Policies and Procedures Documents**
  - \* Accounts Payable
  - \* Accounts Receivable
  - \* Contract
- **Complete the Banking RFP**
- **Work with Process Improvement Teams (PIT) on details supporting business process concepts**
- **Geographic Information Systems (GIS)**
  - \* Review R.A. Smith proposal for enterprise system expansion

**RESOLUTION # 17-23**

**TO THE HONORABLE BOARD OF SUPERVISORS  
OF DODGE COUNTY, WISCONSIN**

**WHEREAS**, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

**WHEREAS**, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

**WHEREAS**, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

**WHEREAS**, a public hearing of a proposed amendment to the Town of Lowell Zoning Code official Zoning District Map was held before the Lowell Town Board on June 6, 2017, and

**WHEREAS**, the proposed Zoning district map amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on June 13, 2017, as set forth and attached hereto as "Exhibit A";

**THEREFORE, BE IT RESOLVED**, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 15th day of August, 2017.

  
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Joe Marsik, County Supervisor

**REPORT** to Res. 17-23

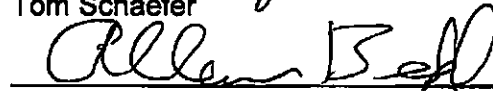
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

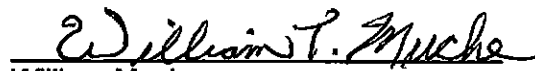
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Blaine and Carol Priebusch requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 25.02-acres of land from an AG-1 General Agricultural Zoning District to an RC-1 Rural Cluster Residential Overlay Zoning District in part of the SW ¼ of the SE ¼, Section 19, T10N, 14E, Town of Lowell for the purpose of creating a non-farm residential lot and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

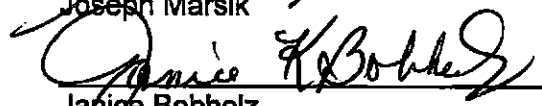
Respectfully submitted this 15th day of August, 2017

  
Tom Schaefer

  
Allen Behl

  
William Muche

  
Joseph Marsik

  
Janice Bobholz

Planning, Development and Parks  
Committee

# Blaine & Carol Priebusch Town of Lowell, Sec. 19

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.

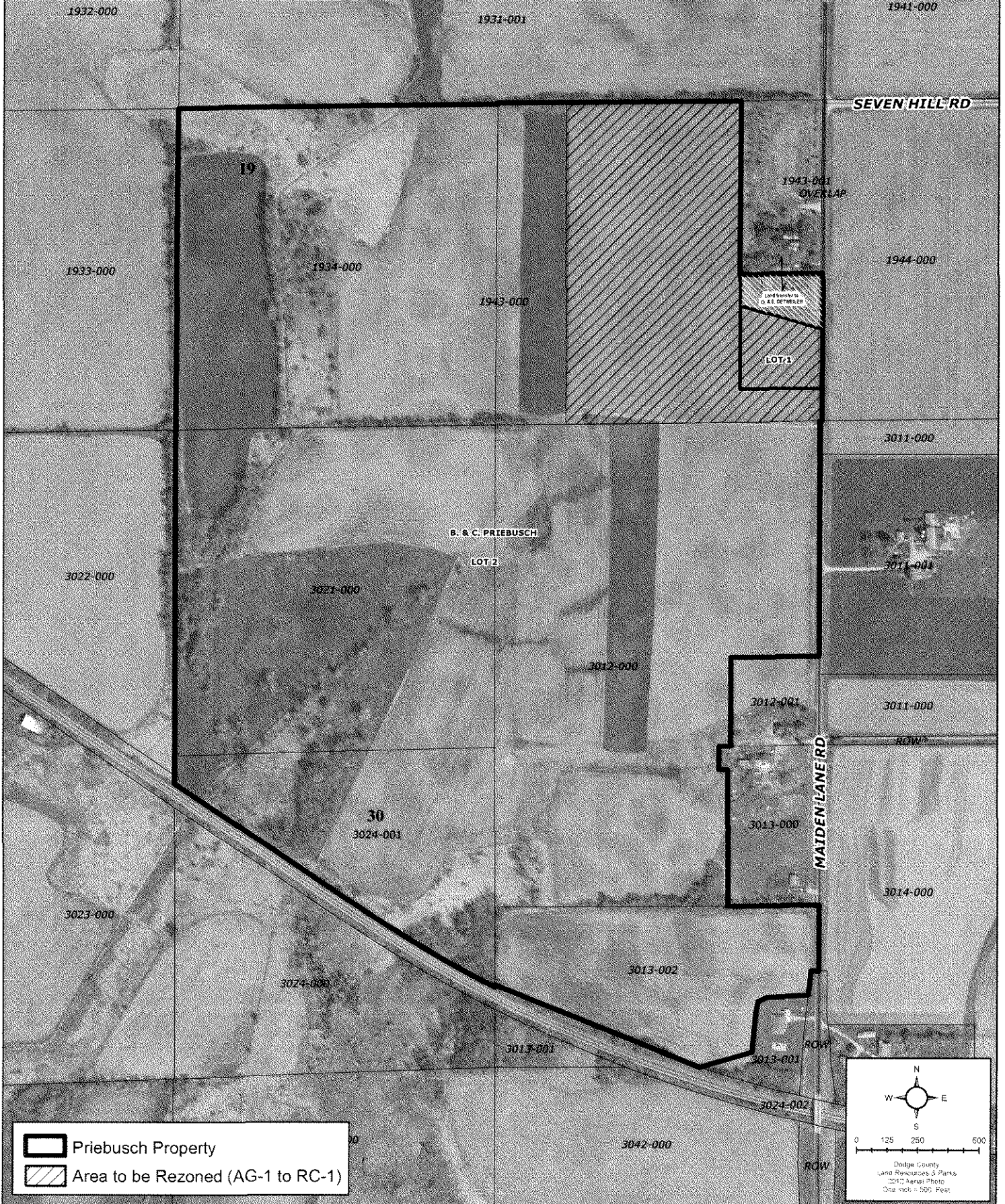


Exhibit "A"

RESOLUTION NO. 17-24

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of Portland has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by referendum vote of the electors of the Town of Portland held at the time of a regular annual Town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the County Board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Portland was held by the Town Planning Commission of the Town of Portland on June 7, 2017 and the proposed amendment to the Zoning Ordinance of the Town of Portland having been adopted by the Town Board of the Town of Portland on June 15, 2017

THEREFORE BE IT RESOLVED: That the amendment to the Town Zoning Ordinance of the Town of Portland as represented by "Exhibit A" attached to and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 15th day of August, 2017.



JEFF BERRES , Supervisor

**REPORT** to Res. 17-24

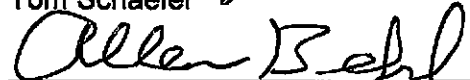
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

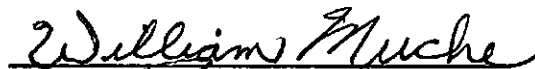
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of the Town of Portland requesting amendment of the Zoning Ordinance, Town of Portland, Dodge County, Wisconsin, as shown in "Exhibit A" for the purpose of establishing certain parking and "use" regulations in the Zoning Ordinance and recommend approval of the resolution submitted by the Town of Portland for this petition.


The committee has reviewed the petition in accord with s. 60.62(3) Wisconsin Statutes and finds that the Town has followed the proper procedures necessary in order to amend their zoning ordinance.

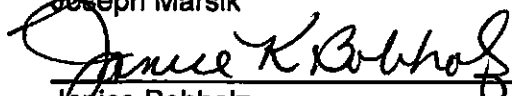
Respectfully submitted this 15th day of August, 2017

  
Tom Schaefer

  
Allen Behl

  
William Muche

  
Joseph Marsik

  
Janice Bobholz

Planning, Development and Parks  
Committee

## **PROPOSED AMENDMENTS TO TOWN OF PORTLAND'S ZONING ORDINANCE**

Public hearings on the amendments below were conducted by the Town of Portland's Plan Commission on Wednesday, June 7, 2017. The Town of Portland Board voted 3-0 to approve the amendments at its regular monthly meeting on Thursday, June 15, 2017.

INSERT THE FOLLOWING AT THE END OF SECTION 5.4 OFF-STREET PARKING:

It shall be unlawful for any owner or operator of a motor truck, truck tractor, motor bus, trailer or semitrailer, weighing more than 20,000 pounds or exceeding 30 feet in length, to park or leave standing such vehicle in the public right of way of any state trunk highway, road, street, alley, or public parking lot within the Town of Portland Residential Zoning Districts. The parking of a vehicle for purposes of loading or unloading agricultural commodities or personal property for less than twenty four hours is permitted. Any person wishing to park any of these vehicles/trailers on any street in Residential Zoning Districts must contact the town chairperson for permission. Violations shall be subject to penalty under Town of Portland Zoning Ordinance 2.15.

INSERT THE FOLLOWING AS PERMITTED USE # 3 IN THE R-1 DISTRICT:

3. The keeping of no more than four chickens provided that:
  - 1) The principal use of the property is a single-family or two-family dwelling.
  - 2) No person shall keep any roosters.
  - 3) No person shall slaughter chickens outdoors.
  - 4) Chickens shall be provided with a structure and area exclusively devoted for use as a hen house and fenced outdoor enclosure.
    - a. Chickens must be kept in the hen house or fenced outdoor enclosure at all times and shall not be allowed to run free.
    - b. The hen house shall be a covered, predator-resistant, well-ventilated structure, providing a minimum of two square feet per chicken.
    - c. The outdoor enclosure shall be adequately fenced to contain chickens and protect them from predators.
    - d. The hen house must be kept in a clean, dry, and sanitary condition at all times.
    - e. The outdoor enclosure shall be cleaned on a regular basis to prevent the accumulation of animal waste and offensive odors.
    - f. Chicken feed, if stored outdoors, must be kept in rat-proof containers.
  - 5) The hen house or outdoor enclosure shall be located in the rear yard and no closer than 25 feet to any residential dwelling on an adjacent lot, nor closer than ten feet to the property line.
  - 6) The hen house and outdoor enclosure shall comply with the maximum lot coverage and height requirements for accessory buildings. Refer to Section 6.0 of the Town of Portland Zoning Code.
  - 7) The resident shall comply with Wis. Admin. Code &ATCP 17.02 relating to livestock premises registration.

Failure to follow the regulations above will result in forfeiture pursuant to Section 2.15 Town of Portland Zoning Code.



## **TOWN OF PORTLAND BOARD MEETING MINUTES**

**Thursday, June 15, 2017**

**Portland Town Hall**

**7:30 P.M.**

Town Chairperson Jeffrey Spoke called the Town of Portland Board's regular June monthly meeting to order at 7:30 P.M., and all persons present joined in the Pledge of Allegiance.

Members Present: Chairman Jeffrey Spoke, Supervisor Kurt Keach, Supervisor Thomas Crave, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson.

Others Present (for at least part of the meeting): Chris Blue (Fahrner Asphalt Sealers), Gordon Yelk, Juanita Albrecht, Tracy Larson, Jerry Auby, Richard Yelk, Joe Wessley (Struck & Irwin Paving, Inc.), and Cathy Kozlowski (Courier correspondent).

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law, delivered to the Courier office, included in the Municipality Meeting section of the June 9th Watertown Daily Times, and posted on the Town's website.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the agenda as posted. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the minutes of the May 18, 2017, regular Town Board meeting as printed. Crave's motion carried 3-0 on a voice vote.

No one indicated interest in addressing the Board during the Public Input section of the meeting, and police liaison Weihert was not present to update the Board on any current Town issues or concerns.

Richard Yelk noted that he had issued the following permits since the Board's May monthly meeting:

Brian Riesop	Detached garage	\$50,000.00
Deborah Hubanks	3- season porch	35,000.00
Larry Sheeks	Pole shed	70,000.00
Ross Brown	Deck and patio door	1,500.00.

Treasurer Benninger reported that four Town residents remain out of compliance with the Town's dog licensing regulations and that police liaison Weihert continues to work to ensure their compliance.

Motion by Sup. Keach, seconded by Sup. Crave, to authorize issuance of a Class "B" license to the Waterloo Gun Club, Inc., Ronald E. Klug Agent, effective July 1, 2017, through June 30, 2018. Keach's motion carried 3-0 on a voice vote.



Motion by Sup. Crave, seconded by Sup. Keach, to approve issuance of a combination "Class B" license to Katherine L. Zwieg for Chatty's Pit Stop effective July 1, 2017, through June 30, 2018. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve issuance of an operator's license to each of the following persons effective July 1, 2017, through June 30, 2019: Ronald Klug, Ronald V. Buschkopf, Jr., Paula Hough-Stokes, Jessica Dorn, Karen Keck, Julie Schoenherr, Paul Mattson, Kelly M. Wiltzius, Marian Porter, Stephanie McCaw, Jean M. Pantely, Shelly Musial, Beth Kreger, Susan M. Woldt, Ron Benninger, Kendell Hein, and Tanya Hamrick. Keach's motion carried 3-0 on a voice vote.

Prior to opening the 2017 highway work bids, Chr. Spoke explained that the bids would be opened and contracts hopefully awarded following a review of those bids but that the Board would need to discuss later just what specific work would be done dependent on budgeted resources available for doing so.

The following bid totals were received for crackfilling of Yerges Road from Highway BB to I, Yerges Road from Highway I to Port Road, Weihert Road, and Faltersack Road:

Struck & Irwin Paving, Inc.	\$13,065.00
Fahrner Asphalt Sealers, LLC	\$14,108.55.

Motion by Sup. Crave, seconded by Sup. Keach, to award a contract to Struck & Irwin Paving, Inc.'s for 2017 crackfilling work. Crave's motion carried 3-0 on a voice vote.

The following bid totals were received for 2017 slurry sealing of Spur Road, Yerges Road, Weihert Road, Port Road, Yelk Lane, Hansen Road, Baker Road, Schumacher Road, Faltersack Road, and Novak Lane:

Struck & Irwin Paving, Inc.	\$161,303.50
Fahrner Asphalt Sealers, LLC	\$182,706.90.

Motion by Sup. Crave, seconded by Sup. Keach, to award a contract to Struck & Irwin Paving, Inc. for 2017 slurry sealing. Crave's motion carried 3-0 on a voice vote.

The following bid totals were received for 2017 blacktopping and shouldering of Sullivan Road from Highway T to Stark Road:

Tri County Paving, Inc.	\$112,127.00
Wolf Paving	95,819.00
Payne & Dolan	\$113,144.00.

Motion by Sup. Crave, seconded by Sup. Keach, to award Wolf Paving the contract for any 2017 blacktopping and shouldering of Sullivan Road. Crave's motion carried 3-0 on a voice vote.

Chr. Spoke then reported that recycling site attendant Joe Pantely had expressed interest in checking into the possibility of securing additional revenue at the recycling site through contracting for metal collected there. Chr. Spoke read the proposal which Pantely had solicited from Alter Metal Recycling which specified that Alter would provide a 20-yard lugger box to the town with no rental charge for such, with the hope that metal collected would generate enough revenue to cover trucking costs of \$150.00. (In May Alter valued clean sheet metal at \$125.00 a net ton.) Gordon Yelk noted that he has been picking up and disposing of metal collected at the site at no cost to the town. Following discussion, the Board took no action on the Alter Recycling proposal.

The Board then considered Charles Eggert's conditional use permit application to build a single-family residence on parcel number 036-0913-2441-000 on Highway G. The Plan Commission had conducted a public hearing on Eggert's application on June 7th and at a meeting following that hearing had recommended 3-0-1 that the Board approve issuance of the requested permit.

Due to a number of unanswered questions regarding the zoning classification of the property, Eggert's intent on living in the new home, the acreage involved, and the possible necessity for a minor land division, the Board took no action on Eggert's application at this meeting.

The Board then addressed a proposed revision to the Town's zoning ordinance which would place restrictions on parking in the Town's residential districts. The Plan Commission had conducted a public hearing on the proposed revision on June 7th and at a meeting later than same evening had voted 3-1 to recommend Town Board approval of the proposed revision. If approved, Chr. Spoke suggested that the revision be inserted at the end of Section 5.4 (Off-Street Parking) of the Town's zoning ordinance.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the insertion of the proposed revision to the Town's zoning ordinance at the end of Section 5.4. Crave's motion carried 3-0 on a voice vote. Clerk Thompson will send the proposed revision to County Board Supervisor Jeff Berres for his presentation to the county, since the Dodge County Board of Supervisors needs to approve any revisions to the Town's zoning ordinance.

Next the Board discussed another proposed zoning ordinance revision—one that would permit the keeping of chickens in R-1 and R-2 districts under specified conditions. The Plan Commission had conducted a public hearing on that proposed revision on June 7th and at a meeting later that same evening had voted 4-0 to recommend approval of the proposed ordinance after deleting the reference to "permittee," since no permit is being proposed.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the proposed revision to the Town's zoning ordinance (after substituting "resident" for "permittee" in the 7th stipulation) which

would make the keeping of chickens a permitted use in the Town's R-1 and R-2 districts in accordance with specified requirements. Crave's motion carried 3-0 on a voice vote.

The Board agreed to conduct its regular July monthly meeting on Thursday, July 20, 2017, at the Portland Town Hall beginning at 7:30 P.M. Agenda items for that meeting will include Charles Eggert's conditional use permit application, possible revision of recycling site fees, discussion and possible delineation of duties for the Town's recycling site attendant, and discussion of 2017 snow removal/sanding.

Treasurer Benninger then reported May receipts of \$3,787.53 and May checking account disbursements of \$36,136.84. With the addition of \$4,433.46 of June receipts to June 12, 2017, the balance in the money market account as of that date was \$84,627.75 and the balance in the checking account as of that same date was \$1,388.40 for a combined total in both accounts of \$86,016.15. In addition, \$523.28 is in the Town Computer Savings Account.

Motion by Sup. Keach, seconded by Sup. Crave, to approve Treasurer Benninger's report as given. Keach's motion carried 3-0 on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the June bills presented. Spoke's motion carried 3-0 on a voice vote.

Board members then reviewed the following listing of correspondence which Thompson had received since the Board's May monthly meeting:

1. Request from Dodge County Land Resources and Parks Department regarding the potential disturbance, destruction or covering of public land survey system monuments during road construction and resurfacing projects
2. Notification from the State of Wisconsin Department of Workforce Development of an upcoming unemployment insurance seminar
3. Copy of the May 3rd CAEMS meeting minutes from Linda Henning
4. Notification of the June 5th meeting of the Town Group Fire District
5. Request from the Dodge County Finance Department for the Town's debt information in connection with the preparation of Dodge County's financial statements for the period ending December 31, 2016
6. Wisconsin Towns Association June 2017 report
7. Public records request from Nadine Gibson for a copy of all Town contracts for the acquisition of a voting system since November 2000
8. Quarterly contribution report for completion and submission to the Department of Workforce Development
9. Notification from the State of Wisconsin Department of Natural Resources that the Town would be receiving \$747.17 for lands entered under the Managed Forest Law, with 20% of that total to be paid to the county treasurer on or before November 15

RESOLUTION NO. 17-25

**Proposed Speed Zone Declaration on the County Trunk Highway System**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, on November 12, 1953, the Dodge County Board of Supervisors, adopted Resolution No. 10 and on April 20, 1954, adopted Amendment No. 1 to Resolution No. 10 which created the original speed zones on the County Trunk Highway System; and,

**WHEREAS**, previous County Boards have, from time-to-time, created additional or amended existing speed zones on the County Trunk Highway System; and,

**WHEREAS**, it is the opinion of the Dodge County Highway Committee that a declaration of a certain speed zone should be made;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby adopts the following described speed zone declaration:

County Trunk Highway "O", Sections 27 and 28, Town of Ashippun (T9N, R17E):

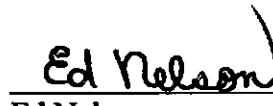
Forty-five (45) miles per hour from a point 0.10 miles west of its intersection with Franklin Road east to County Trunk Highway "P"; and,

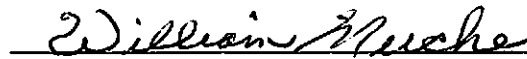
**BE IT FINALLY RESOLVED**, that the Dodge County Highway Commission is hereby authorized and directed to erect the proper signs as per Section 349.11(5), of the Wisconsin Statutes, with the same be charged to the *Marking and Signing* account of the maintenance of the County Trunk Highway System, and reflects said speed zone on Dodge County official traffic map.


All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Highway Committee:**

  
Harold J. Johnson

  
Ed Nelson

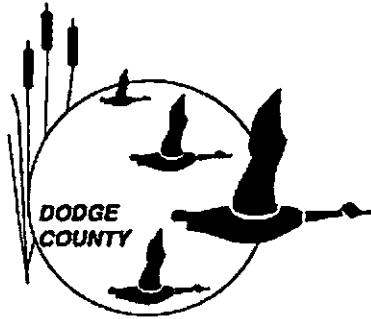
  
William T. Muche

  
Jeff Berres

  
Jeffrey Caine

**Vote Required:** Majority of Members present.

**Resolution Summary:** A resolution declaring a speed zone on County Trunk Highway "O".



**ADMINISTRATION DEPARTMENT**

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**JAMES MIELKE, COUNTY ADMINISTRATOR**

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**127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251**

To: Dodge County Board of Supervisors  
From: Jim Mielke  
Date: July 26, 2017

**Re: Recruitment / Appointment of Land Resources and Parks Director**

Attached please find a Resolution to confirm the appointment of William (Bill) Ehlenbeck as Dodge County Land Resources and Parks Director.

Bill began his career with Dodge County in 1989 as Deputy Land Use Administrator. He transitioned to a Planner position in 1992 followed by being named Manager of Parks and Recreation / Manager of Parks and Trails in 1996.

The interview panel consisted of: Russell Kottke; Tom Schaefer; Harold Johnson; Sarah Hinze and me. A total of seven candidates were interviewed over a two-day period.

I am requesting your support for the appointment of Bill Ehlenbeck to the position of Dodge County Land Resources and Parks Director.

1 RESOLUTION NO. 17-26

2  
3 **Resolution to Confirm the Appointment of William (Bill) Ehlenbeck**  
4 **to the Position of Dodge County Land Resources and Parks Director**  
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS:  
8

9 **WHEREAS**, on July 20, 2017, James Mielke, Dodge County Administrator, appointed  
10 William (Bill) Ehlenbeck to the full-time, benefited position of *Land Resources and Parks Director*,  
11 effective August 16, 2017, at Step 5, of Labor Grade 14 of the Dodge County Wage Schedule at a  
12 beginning annual salary equivalent to \$41.91 per hour; and,  
13

14 **WHEREAS**, James Mielke, Dodge County Administrator, and the Executive Committee  
15 request that the Dodge County Board of Supervisors to confirm this appointment;  
16

17 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of  
18 Supervisors hereby confirms the appointment of William (Bill) Ehlenbeck to the full-time, benefited  
19 position of *Land Resources and Parks Director*, effective August 16, 2017, at Step 5 of Labor Grade  
20 14 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$41.91 per hour.

All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Executive Committee:**

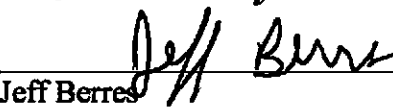
  
\_\_\_\_\_  
Russell Kottke

  
\_\_\_\_\_  
Dennis Schmidt

  
\_\_\_\_\_  
Donna Maly

  
\_\_\_\_\_  
Joseph M. Marsik

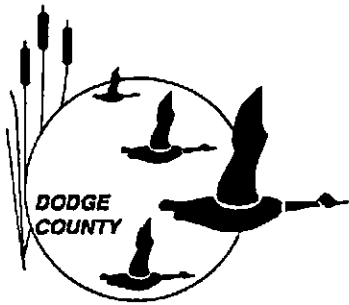
  
\_\_\_\_\_  
MaryAnn Miller

  
\_\_\_\_\_  
Jeff Berres

  
\_\_\_\_\_  
David Frohling

**Vote Required:** Majority of Members present.

**Resolution Summary:** A resolution to confirm the appointment of William, (Bill) Ehlenbeck to the position of Dodge Land Resources and Parks Director.



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Becky Bell, Director*

◆ ADMINISTRATION  
(920) 386-3501  
FAX: (920) 386-4011

◆ AGING & DISABILITY  
RESOURCE CENTER (ADRC)  
& AGING PROGRAM  
(920) 386-3580  
NUTRITION  
(920) 386-3580  
TRANSPORTATION  
(920) 386-3832  
FAX: (920) 386-4015

◆ ADULT PROTECTIVE SERVICES  
& SUPPORTIVE HOME CARE  
(920) 386-3750  
FAX: (920) 386-3245

◆ ALCOHOL & DRUG ABUSE  
(920) 386-4094  
FAX: (920) 386-3812

◆ CHILD WELFARE &  
JUVENILE JUSTICE  
(920) 386-3750  
FAX: (920) 386-3533

◆ COMMUNITY SUPPORT  
PROGRAM & COMPREHENSIVE  
COMMUNITY SERVICES  
(920) 386-4094  
FAX: (920) 386-3812

◆ ECONOMIC SUPPORT  
(920) 386-3760  
FAX: (920) 386-4012

◆ MENTAL HEALTH  
(920) 386-4094  
FAX: (920) 386-3812

◆ PUBLIC HEALTH  
(920) 386-3670  
FAX: (920) 386-4011

TO: County Board Supervisors  
FROM: Becky Bell  
DATE: August 15<sup>th</sup>, 2017

This memo is being written to explain the resolution before you tonight regarding the Clinical Services Intake Worker. This position was started with Dodge County as a Limited Term Employment opportunity on June 27<sup>th</sup>, 2016 to increase efficiencies within the Clinical Services Unit. Prior to the creation of this position incoming calls for services were managed by the crisis unit. One of the crisis workers spent approximately 4 hours per day answering calls and scheduling appointments. Since managing crisis calls for these workers was the priority, many of these calls went unanswered leading to delays in clients being scheduling for services. The crisis workers did not have the capacity to review each incoming consumer's insurance and/or ability to pay to ensure they scheduled with a preferred provider.

The Clinical Intake position has allowed non-billable clinic functions to move from the crisis worker to support staff. This position is able to respond promptly to all requests for services and can verify at the time of scheduling insurance benefits so that consumers link with covered providers. Additionally, with the transition to Northwest Connections for after-hours crisis coverage, this support staff position is able to complete enrollments and financial benefits for these crisis contacts so that these services are reimbursed. This staff person has also been cross-trained to provide back-up coverage for both the front desk and fiscal units.

The transition of non-billable responsibilities from the crisis unit has had a positive benefit to the crisis workers. The crisis unit now has two workers who can dedicate their time fully to managing crisis responsibilities. This has allowed for increased time spent with consumers diverting a potential crisis and managing a crisis when it arises. A significant amount of case management needs to occur for consumers to ensure placement to a hospital where their insurance is covered. This ability for crisis staff to spend more time finding such covered placements is reflective in the decreased admissions to Winnebago Mental Health Institute (WMHI) this past year. In 2015, Dodge County had 82 admissions (1216 days) to WMHI and in 2016, there were 90 admissions (1,171 days). As of the end of July of 2017, Dodge County has had only 28 admissions to WMHI (371 days). Staff are also able to spend more time with consumers post-hospitalization for follow-up and linkage services to ensure they are attending their appointments for treatment preventing further crisis concerns including readmissions to a psychiatric unit.

As this position was created as a Limited Term Employment position in 2016, we have sufficient funds within our 2017 budget to support this position and we are in a position to fund this position within our 2018 budget process.

RESOLUTION NO. 17-27

**Create One Position of *Clinical Services Intake Worker***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Clinical Services Intake Worker*;

**WHEREAS**, a job description for the proposed position of *Clinical Services Intake Worker* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

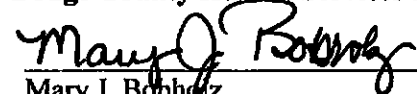
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Clinical Services Intake Worker* during calendar year 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Clinical Services Intake Worker*.

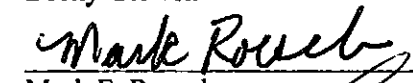
All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Human Services and Health Board:**

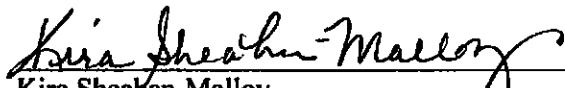
  
Mary J. Bobholz

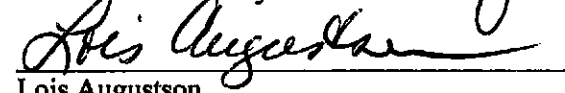
  
Stephanie Justmann

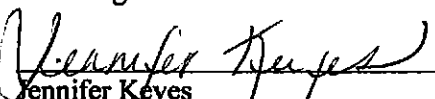
  
Becky Glewen

  
Mark E. Roesch

  
Jeremy Bartsch

  
Kira Sheahan-Malloy

  
Lois Augustson

  
Jennifer Keyes

David Godshall

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create one position of *Clinical Services Intake Worker*.



# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$15.03 - \$20.62**

<b>JOB TITLE:</b>	Clinical Services Intake Worker	<b>FLSA STATUS:</b>	N on-exempt
<b>DEPARTMENT:</b>	Human Services and Health	<b>REPORTS TO:</b>	Clinical Services Supervisor
<b>LOCATION:</b>	Henry Dodge Office Building	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Three (3)	<b>REVISED:</b>	

## OVERALL PURPOSE/SUMMARY

Under the general direction of the Clinical Services Supervisor, gathers information on the initial presentation of mental health, substance abuse, and other concerns as related to requests for outpatient clinical services. Conducts on-site phone and walk-in intakes. Schedules intakes and other appointments as needed for Clinical Services staff. Assists with referrals, enrollments and financial benefit assignments for clients in all outpatient programs. Completes verification of insurance/income eligibility requirements. Provides back-up coverage for both the fiscal and front desk units. Assists crisis workers with the coordination of placements and linkage for ongoing services.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages all requests for agency services, completes referral information and schedules intake appointments.
2. Completes walk-in intakes for initiation of outpatient services.
3. Enters agency referrals, enrollments, and benefit assignments for designated outpatient and contracted programs.
4. Completes required agency forms and paperwork in an accurate and timely manner for documentation and billing purposes.
5. Enters all intake and financial information from contracted providers into multiple tracking systems.
6. Gathers necessary and accurate PPS data for state reporting.
7. Verifies insurance/income eligibility requirements upon initial intake using identified agency-approved guidelines.
8. Assists crisis workers as needed with follow-up and linkage for ongoing services.
9. Links consumers with services within other units of the Human Services and Health Department, and other County Departments as needed.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Provides assistance and/or linkage to assistance for clients in need of financial aid, requests for information, and help completing appropriate forms.
12. Provides back-up coverage for both the front desk/fiscal unit when staff are out of the office.
13. Completes regular patient satisfaction surveys by phone, in-person or by mail.
14. Regular attendance and punctuality required.
15. Performs related duties as required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of individuals with mental health/AODA needs.  
 Working knowledge of local and state-wide community agencies and their programs.  
 Ability to work cooperatively with and communicate effectively with others, including other units within the Department.  
 Ability to multi-task, be highly organized and complete work assignments efficiently according to agency expectations.  
 Ability to professionally respond to all contacts with consumers courteously and respectfully.  
 Maintain confidentiality and adhere to all agency policies and procedures.  
 Ability to respond to clients in crisis effectively and calmly.

### EDUCATION AND EXPERIENCE

High School Diploma or GED equivalent. Associate Degree preferred with a minimum of 3 years experience working in an office setting. Experience working in a mental health/substance abuse clinic preferred. Proficiency in keyboarding necessary. Equivalent combination of education and experience which provides the necessary knowledge and skills may be considered.

## WORKING CONDITIONS

Potential of working in adverse interpersonal situations.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

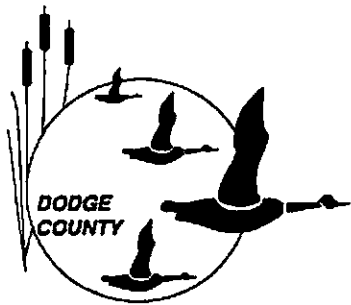
## FOR HUMAN RESOURCE USE

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Becky Bell, Director*

◆ ADMINISTRATION  
(920) 386-3501  
FAX: (920) 386-4011

◆ AGING & DISABILITY  
RESOURCE CENTER (ADRC)  
& AGING PROGRAM  
(920) 386-3580  
NUTRITION  
(920) 386-3580  
TRANSPORTATION  
(920) 386-3832  
FAX: (920) 386-4015

◆ ADULT PROTECTIVE SERVICES  
& SUPPORTIVE HOME CARE  
(920) 386-3750  
FAX: (920) 386-3245

◆ ALCOHOL & DRUG ABUSE  
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FAX: (920) 386-3812

◆ CHILD WELFARE &  
JUVENILE JUSTICE  
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◆ COMMUNITY SUPPORT  
PROGRAM & COMPREHENSIVE  
COMMUNITY SERVICES  
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FAX: (920) 386-3812

◆ ECONOMIC SUPPORT  
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FAX: (920) 386-4012

◆ MENTAL HEALTH  
(920) 386-4094  
FAX: (920) 386-3812

◆ PUBLIC HEALTH  
(920) 386-3670  
FAX: (920) 386-4011

TO: County Board Supervisors  
FROM: Becky Bell  
DATE: August 7<sup>th</sup>, 2017

This memo is being written to explain the resolution before you tonight regarding creating two Counselor I, II, or III – Children with Disabilities positions. The Children's Long Term Support Program is a Medicaid Waiver program which supports children with Physical and Cognitive Disabilities, and Mental Health concerns who meet functional eligibility through the State developed Functional Screen assessment. We currently employ two CLTS Counselors who serve 100 children and we have a waitlist of 64 children. It is important to note that current caseload exceeds best practice and the industry standard of no more than 30 cases per worker.

Governor Walker's budget for the 2017-2019 cycle includes funding to remove all children off waitlists throughout the state. This funding opportunity is to provide service provisions to children. The State recently informed us that the expectation from the state is to eliminate all waitlists within one year of the state budget approval. They have also recently indicated that they intend to give counties administrative dollars to help counties offset costs during the first 3-6 months of the transition period. We are unaware of dollar amounts the state intends to distribute. Additionally, we are able to bill Medical Assistance for case management services that our Counselors provide.

The cost of hiring two additional CLTS Counselors is \$131,520. It is important to note that in 2016, our two CLTS Counselors billed out \$164,785 in case management services. We anticipate this same revenue capacity with the two additional positions. We also intend to train these two new positions in the CCS model of service. This will also result in generating revenue for the department through that program, however, we do not have a sense of the dollar amount which could be recouped at this time. I do, however, believe that the revenue generated from Medical Assistance dollars will more than fund these positions based on historical data.

**Create Two Positions of *Counselor I, II, or III – Children with Disabilities***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following positions in the Human Services and Health Department, effective January 1, 2018:

Two new, full-time, benefited positions of *Counselor I, II, or III – Children with Disabilities*; and,

**WHEREAS**, job descriptions for the proposed positions of *Counselor I, II, or III – Children with Disabilities*, have been marked for identification as Exhibits "A", "B" and "C", respectively, and have been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Counselor I, II, or III – Children with Disabilities* during calendar year 2018;

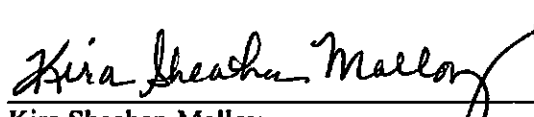
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following positions in the Dodge County Human Services and Health Department, effective January 1, 2018:

Two new, full-time, benefited positions of *Counselor I, II, or III – Children with Disabilities*.

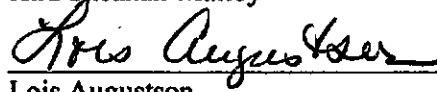
All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Human Services and Health Board:**

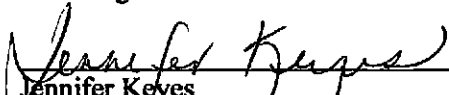
  
Mary J. Bobholz

  
Kira Sheahan-Malloy

  
Stephanie Justmann

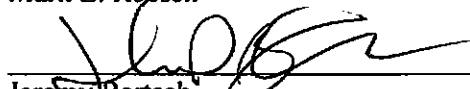
  
Lois Augustson

  
Becky Glewen

  
Jennifer Keyes

  
Mark E. Roesch

David Godshall

  
Jeremy Bartsch

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create two positions of *Counselor I, II, or III – Children with Disabilities*.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.96 - \$26.00

<b>JOB TITLE:</b>	Counselor I – Children with Disabilities	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	November 22, 1999
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	11/30/10; 3/20/13

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of all services, treatment, and programs designed to meet the needs of Dodge County's children with developmental disabilities, physical disabilities and mental health disabilities.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop individual service plan for client based on client needs, assessments, evaluations and department policies/procedures.
2. Refers clients for appropriate community resources based on assessment, case plan and client needs/abilities.
3. Ensures ongoing assessment of client's physical, mental and social needs/abilities and refers for additional services as indicated.
4. Maintains client and collateral contact as required by program mandates.
5. Maintains ongoing case record according to department/program policies and procedures.
6. Advocates on behalf of client.
7. Provides consultative services to other agency/department staff as needed regarding client/program issues.
8. Meets with supervisor to advise him/her of caseload status and related programs/services.
9. Brings problematic/crisis issues to immediate attention of supervisor.
10. Meets with community agencies/organizations to ensure quality of programs/services for clients.
11. Facilitates positive working relationship with other agencies/department staff.
12. Attends client and other staffings as appropriate.
13. Serves as contact person to other treatment agencies or organizations as needed.
14. Gathers/provides information required for ongoing program evaluation and planning.
15. Keeps receptionist and supervisor informed as to whereabouts during working hours.
16. Evaluates new client referrals as assigned.
17. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Federal, State, and local laws, codes, and regulations concerning operations of programs/services associated with developmental and other eligible disabilities.

Working knowledge of financial and statistical record keeping methods.

Knowledge of the abilities and needs of persons with developmental and other eligible disabilities.

Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.

Ability to maintain confidentiality.

Ability to communicate effectively with clients, staff, service providers and volunteers.

Ability to develop, organize and implement a variety of programs.

Ability to understand and carry out instructions.

Ability to meet and work with the public.

Ability to work independently as well as cooperatively with co-workers.

Basic computer skills and familiarity with peripherals.

Must meet requirements of Dodge County Driver Qualification Program.

### EDUCATION AND EXPERIENCE

Associate degree and two (2) years directly related experience OR Bachelor's degree and no experience.

### WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.92 - \$28.69

<b>JOB TITLE:</b>	Counselor II – Children with Disabilities	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	November 22, 1999
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	11/30/10; 3/20/13

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of all services, treatment, and programs designed to meet the needs of Dodge County's children with developmental disabilities, physical disabilities and mental health disabilities.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop individual service plan for client based on client needs, assessments, evaluations and department policies/procedures.
2. Refers clients for appropriate community resources based on assessment, case plan and client needs/abilities.
3. Ensures ongoing assessment of client's physical, mental and social needs/abilities and refers for additional services as indicated.
4. Maintains client and collateral contact as required by program mandates.
5. Maintains ongoing case record according to department/program policies and procedures.
6. Advocates on behalf of client.
7. Provides consultative services to other agency/department staff as needed regarding client/program issues.
8. Meets with supervisor to advise him/her of caseload status and related programs/services.
9. Brings problematic/crisis issues to immediate attention of supervisor.
10. Meets with community agencies/organizations to ensure quality of programs/services for clients.
11. Facilitates positive working relationship with other agencies/department staff.
12. Attends client and other staffings as appropriate.
13. Serves as contact person to other treatment agencies or organizations as needed.
14. Gathers/provides information required for ongoing program evaluation and planning.
15. Keeps receptionist and supervisor informed as to whereabouts during working hours.
16. Evaluates new client referrals as assigned.
17. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Federal, State, and local laws, codes, and regulations concerning operations of programs/services associated with developmental and other eligible disabilities.

Working knowledge of financial and statistical record keeping methods.

Knowledge of the abilities and needs of persons with developmental and other eligible disabilities.

Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.

Ability to maintain confidentiality.

Ability to communicate effectively with clients, staff, service providers and volunteers.

Ability to develop, organize and implement a variety of programs.

Ability to understand and carry out instructions.

Ability to meet and work with the public.

Ability to work independently as well as cooperatively with co-workers.

Basic computer skills and familiarity with peripherals.

Must meet requirements of Dodge County Driver Qualification Program.

### EDUCATION AND EXPERIENCE

Associate degree and four (4) years directly related experience and five (5) additional C.E.U.'s OR Bachelor's degree and two (2) years directly related experience and five (5) additional C.E.U.'s.

### WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: 22.89 - \$31.39

<b>JOB TITLE:</b>	Counselor III – Children with Disabilities	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	November 22, 1999
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	11/30/10; 3/20/13

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of all services, treatment, and programs designed to meet the needs of Dodge County's children with developmental disabilities, physical disabilities and mental health disabilities.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop individual service plan for client based on client needs, assessments, evaluations and department policies/procedures.
2. Refers clients for appropriate community resources based on assessment, case plan and client needs/abilities.
3. Ensures ongoing assessment of client's physical, mental and social needs/abilities and refers for additional services as indicated.
4. Maintains client and collateral contact as required by program mandates.
5. Maintains ongoing case record according to department/program policies and procedures.
6. Advocates on behalf of client.
7. Provides consultative services to other agency/department staff as needed regarding client/program issues.
8. Meets with supervisor to advise him/her of caseload status and related programs/services.
9. Brings problematic/crisis issues to immediate attention of supervisor.
10. Meets with community agencies/organizations to ensure quality of programs/services for clients.
11. Facilitates positive working relationship with other agencies/department staff.
12. Attends client and other staffings as appropriate.
13. Serves as contact person to other treatment agencies or organizations as needed.
14. Gathers/provides information required for ongoing program evaluation and planning.
15. Keeps receptionist and supervisor informed as to whereabouts during working hours.
16. Evaluates new client referrals as assigned.
17. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Federal, State, and local laws, codes, and regulations concerning operations of programs/services associated with developmental and other eligible disabilities.

Working knowledge of financial and statistical record keeping methods.

Knowledge of the abilities and needs of persons with developmental and other eligible disabilities.

Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.

Ability to maintain confidentiality.

Ability to communicate effectively with clients, staff, service providers and volunteers.

Ability to develop, organize and implement a variety of programs.

Ability to understand and carry out instructions.

Ability to meet and work with the public.

Ability to work independently as well as cooperatively with co-workers.

Basic computer skills and familiarity with peripherals.

Must meet requirements of Dodge County Driver Qualification Program.

### EDUCATION AND EXPERIENCE

Associate degree and seven (7) years directly related experience and five (5) additional CEU's, OR Bachelor's degree and five (5) years directly related experience and five (5) additional CEU's

### WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

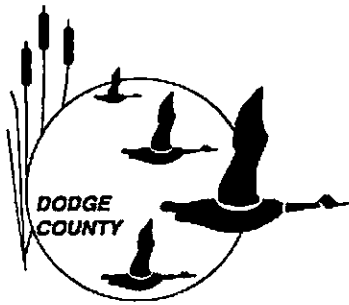
### FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Becky Bell, Director*

TO: County Board Supervisors  
FROM: Becky Bell  
DATE: August 7<sup>th</sup>, 2017

◆ ADMINISTRATION  
(920) 386-3501  
FAX: (920) 386-4011

◆ AGING & DISABILITY  
RESOURCE CENTER (ADRC)  
& AGING PROGRAM  
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◆ PUBLIC HEALTH  
(920) 386-3670  
FAX: (920) 386-4011

This memo is being written to explain the resolution before you tonight regarding the Account Clerk III position. This position was started with Dodge County as a Limited Term Employment opportunity on June 28<sup>th</sup>, 2016. This position has filled a void within the department and created efficiencies. This position's primary role is to ensure that all programs and program staff such as our psychiatrists, AODA counselors, and therapists are credentialed through all insurance companies we contract with. Prior to the creation of this Limited Term Employment position, Dodge County Human Services had not been credentialing providers with insurance companies on a consistent basis. As a result, our agency was not being reimbursed for services provided in the building. This position has completed all those necessary documents and, as a result, our reimbursement rates through insurance companies has significantly grown. Without someone within this position, it is feared that Dodge County will once again lose track of credentialing efforts and again place us in a position where we are not being paid for services rendered. Additionally, this position also assists our fiscal staff with other financial tasks such as completing ability to pay documents and entering financial information into the electronic health record.

As this position was created as a Limited Term Employment position in 2016, we have sufficient funds within our 2017 budget to support this position. We are in a position to fund this position within our 2018 budget process.

RESOLUTION NO. 17-29

**Create One Position of Account Clerk III**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Account Clerk III*;

**WHEREAS**, a job description for the proposed position of *Account Clerk III* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Account Clerk III* during calendar year 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Account Clerk III*.


All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Human Services and Health Board:**

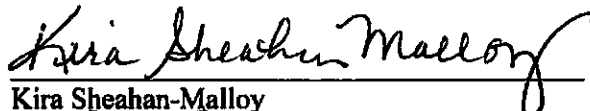
  
Mary J. Bosholz

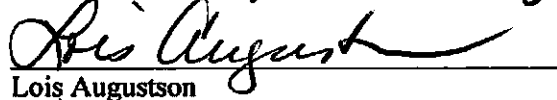
Stephanie Justmann

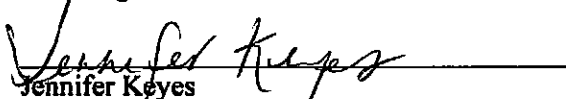
Becky Glewen

  
Mark E. Roesch

  
Jeremy Bartsch

  
Kira Sheahan-Malloy

  
Lois Augustson

  
Jennifer Keyes

David Godshall

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create one position of *Account Clerk III*.



# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.99 - \$23.31

<b>JOB TITLE:</b>	Account Clerk III	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	HS Supervisor -Fiscal & Support
<b>LOCATION:</b>	Henry Dodge Office Building	<b>DATE:</b>	November 18, 1997
<b>LABOR GRADE:</b>	Dodge County Four (4)	<b>REVISED:</b>	4/1/05; 3/22/13; 5/10/16

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Fiscal Supervisor, responsible for performing billing and accounting functions for outpatient areas as assigned.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receipt incoming cash/checks and code to appropriate accounts. Prepare and reconcile deposits as assigned.
2. Perform electronic medical billing for clinical services.
3. Assist with all month-end procedures, backups, and accounts receivable reports.
4. Run forms for Medicare, Medical Assistance, insurance and self-pay; sort, proof and submit to appropriate sources.
5. Conduct financial interviews and updates with client/potential client; enter and maintain benefit assignment in billing software.
6. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
7. Contact insurance companies to clarify claim denial when payment should have been received.
8. Perform follow up work on client accounts.
9. Determine necessity for Medical Assistance and insurance prior authorization requests and follow up appropriately.
10. Research Forward Health eligibility for scheduled patients and calculate co-pays that are applicable. Create receipt for each of those co-pays, alert the front desk that collection of money is needed.
11. Send collection letters to consumers not making payments on services received.
12. Review and process monthly expense statements for staff.
13. Process credit card allocations online for department staff credit cards.
14. Prepare payment and adjustment sheet for payments received and enter data.
15. File appropriate forms and invoices.
16. Prepare and maintain spreadsheets as assigned.
17. Financial accounting duties as assigned.
18. Complete monthly case management billing for Birth to Three program.
19. Prepare Birth to Three statements to send to consumers monthly.
20. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
21. Perform backup to reception and switchboard duties and may handle overflow calls.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Accounting/Billing procedures.  
 Knowledge of office methods and procedures.  
 Proficient skills in working accurately with financial and statistical data.  
 Excellent inter-personal skills.  
 Skill in dealing with general public and co-workers.  
 Ability to consistently apply established policies and procedures.  
 Ability to proficiently operate calculator, personal computer equipment, copy machine, and other office equipment.  
 Ability to assist in computer applications and develop and modify spreadsheet applications.  
 Ability to understand and effectively carryout instructions.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, with minimum of one (1) year training/education in finance, accounting, statistical reporting, medical billing or related field, minimum of three (3) years of experience preferably in billing, accounts receivable/payable, and computer application. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Normal office environment

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:  
 DATE:  
 SUPERVISOR SIGNATURE:  
 DATE:

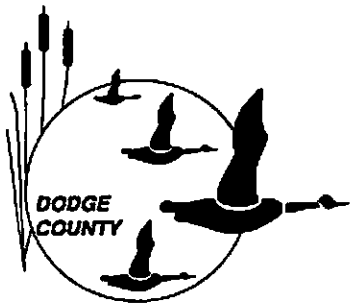
### FOR HUMAN RESOURCE USE

ANALYST(S):  
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Becky Bell, Director*

◆ **ADMINISTRATION**  
(920) 386-3501  
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◆ **PUBLIC HEALTH**  
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FAX: (920) 386-4011

TO: County Board Supervisors  
FROM: Becky Bell  
DATE: August 7<sup>th</sup>, 2017

This memo is being provided to explain the resolution before you tonight regarding the creation of a Child Protective Services Social Worker position. This position will be responsible for conducting child abuse investigations as well as maintaining cases when it is determined that they require on-going child protective service interventions. These interventions include filing a CHIPS petition with the court (Child In Need of Protection and Services), monitoring safety, and ensuring children and families receive court ordered services to establish permanency for the child as quickly as possible.

Since 2013, we have seen a significant increase in the total number of child abuse and neglect concerns reported to our CPS intake unit. Of that total number, we have also seen an increase in the number of reports screened in and further investigated. In 2013, the five (5) social workers in the CPS Intake unit investigated 199 allegations of abuse or neglect; in 2014 that number rose to 245; in 2015 to 272; and in 2016 to 299.

We saw a 52% increase in the average number of children in out of home placements from 2014 to 2016. In 2014, an average of 51 children were placed in out-of-home care each month due to safety issues in the home. In 2015, that average rose to 68, and in 2016, to 78 children. Over the past 3 years, we have also seen a 35% increase in cases where interventions are necessary due to drug or alcohol use of a parent. Placing a child in care outside of his or her family of origin creates trauma for the entire family, and increases the likelihood and severity of mental health and substance abuse concerns in children over time. In addition, it creates a significant fiscal impact for the county, as these placements are quite costly. Placement of a child in a foster home can cost from \$600 to \$4000 per month depending on the needs of the child in the home. Group home care costs about \$200 per day. It is important to note that over time CPS cases have become more complex, which puts significant strain on resources including a worker's time. Child Protective Services Ongoing Workers are currently averaging 17-19 families per worker. Best practice and industry standards indicate the average caseload should be 10-12 families.

The fiscal impact for hiring a Child Protective Services Social Worker for the 2018 budget is \$61,401. We intend to have sufficient funding within the 2018 budget by reallocating funds previously allocated to agencies providing Coordinated Service Teams (CST) through county levy dollars. With the addition of Child Welfare staff, we believe that we will be able to provide care coordination duties previously conducted by these agencies. Additionally, it is important to note that the increase in child welfare cases and out of home placements is a statewide problem. Because of this, the Dodge County Human Services and Health Board along with the County Board signed a resolution in November 2016 asking the State to increase funding to counties in an effort to continue to meet the ever-growing need. We fully anticipate getting additional funding through the State budget process, however, our future allocation is unknown at this time.

**Create the Position of *Social Worker I, II, or Senior – Child Protective Services***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Social Worker I, II, or Senior – Child Protective Services*;

**WHEREAS**, job descriptions for the proposed position of *Social Worker I, II, or Senior – Child Protective Services* have been marked for identification as Exhibits "A", "B" and "C", respectively, and have been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

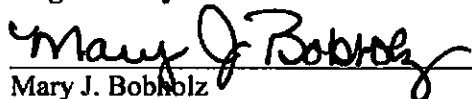
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Worker I, II, or Senior – Child Protective Services* during calendar year 2018;

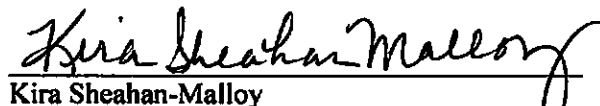
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Social Worker I, II, or Senior – Child Protective Services*.

All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Human Services and Health Board:**

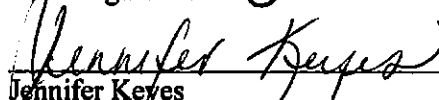
  
Mary J. Bobholz

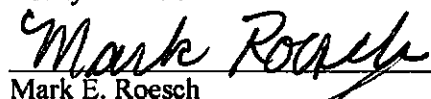
  
Kira Sheahan-Malloy

  
Stephanie Justmann

  
Lois Augustson

  
Becky Glewen

  
Jennifer Keyes

  
Mark E. Roesch

  
David Godshall

  
Jeremy Bartsch

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Worker I, II, or Senior – Child Protective Services*.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.92 - \$28.69

<b>JOB TITLE:</b>	Social Worker I - Child Protective Services	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	August 7, 1998
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	3/13/03; 4/28/14

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP memos, DSP standards, and County policies.
2. Promotes the safety and well-being of children in his/her own home whenever possible, or in another safe and stable placement.
3. Investigates reports of physical, emotional, or sexual abuse or neglect, and provides crisis intervention services.
4. Identifies, assesses and analyzes safety and needs, including present and impending danger threats; protective capacities of parents; service needs; and appropriate community services to assist the family/child.
5. Performs forensic interviews as needed
6. Collects, organizes, interprets, and evaluates psychosocial information on each client.
7. Prepares and reviews risk/safety/family assessments and case plans to control for and enhance the safety of children.
8. Provides case planning/management services, including maintaining collateral contact and information.
9. Explains scope of agency's services and discusses client's rights and responsibilities in relations to his/her use of such services.
10. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
11. Prepares court reports, petitions, revisions and extensions, and testifies in juvenile court proceedings.
12. Encourages families to cooperate with conditions of court orders, warns them of consequences and initiates appropriate court actions.
13. Monitors/revises and enforces court orders.
14. Provides custody intake services, including placement of children in non-secure facilities.
15. Provides home study services to requesting agencies regarding possible placement of children.
16. Coordinates plans with family, guardian, and community contacts, in cooperation with available local and state agencies.
17. Provides emergency juvenile court intake as needed (custody decision) and participates in agency on-call system.
18. Provides alternative care placement/services in foster care, group homes, and residential care centers.
19. Identifies client's need for preventative, remedial, or rehabilitative services and availability of existing services.
20. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional care payments.
21. Works to reunify families as soon as issues and safety can be successfully resolved.
22. Prepares for, attends, and present permanency plans at administrative reviews, permanency hearings, and permanency roundtables.
23. Plans with supervisor for individual or group social services and for consultation, referrals, or other action.
24. Provides referral, consultation and coordination services to other agencies.
25. Provides individual/family counseling on a crisis intervention basis incidental to direct client contact.
26. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
27. Prepares and maintains accurate and timely case records, correspondence, reports, and current computer database (eWISACWIS) information on active cases.
28. Educates the public regarding mandated reporting and child abuse/neglect standards.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Child Protective Services System.
- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Knowledge of agency policies and procedures.
- Knowledge of juvenile justice system (i.e. Chapter 48).
- Knowledge and ability to work in a variety of computer systems.
- Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
- Ability to work cooperatively with and communicate effectively with others.
- Must meet requirements of Dodge County Driver Qualification Program.

### EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during orientation period.

### WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.	
<b>PHYSICAL DEMANDS</b>	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.89 - \$31.39

<b>JOB TITLE:</b>	Social Worker II - Child Protective Services	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	August 7, 1998
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	3/13/03; 3/20/13

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP memos, DSP standards, and County policies.
2. Promotes the safety and well-being of children in his/her own home whenever possible, or in another safe and stable placement.
3. Investigates reports of physical, emotional, or sexual abuse or neglect, and provides crisis intervention services.
4. Identifies, assesses and analyzes safety and needs, including present and impending danger threats; protective capacities of parents; service needs; and appropriate community services to assist the family/child.
5. Performs forensic interviews as needed
6. Collects, organizes, interprets, and evaluates psychosocial information on each client.
7. Prepares and reviews risk/safety/family assessments and case plans to control for and enhance the safety of children.
8. Provides case planning/management services, including maintaining collateral contact and information.
9. Explains scope of agency's services and discusses client's rights and responsibilities in relations to his/her use of such services.
10. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
11. Prepares court reports, petitions, revisions and extensions, and testifies in juvenile court proceedings.
12. Encourages families to cooperate with conditions of court orders, warns them of consequences and initiates appropriate court actions.
13. Monitors/revises and enforces court orders.
14. Provides custody intake services, including placement of children in non-secure facilities.
15. Provides home study services to requesting agencies regarding possible placement of children.
16. Coordinates plans with family, guardian, and community contacts, in cooperation with available local and state agencies.
17. Provides emergency juvenile court intake as needed (custody decision) and participates in agency on-call system.
18. Provides alternative care placement/services in foster care, group homes, and residential care centers.
19. Identifies client's need for preventative, remedial, or rehabilitative services and availability of existing services.
20. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional care payments.
21. Works to reunify families as soon as issues and safety can be successfully resolved.
22. Prepares for, attends, and present permanency plans at administrative reviews, permanency hearings, and permanency roundtables.
23. Plans with supervisor for individual or group social services and for consultation, referrals, or other action.
24. Provides referral, consultation and coordination services to other agencies.
25. Provides individual/family counseling on a crisis intervention basis incidental to direct client contact.
26. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
27. Prepares and maintains accurate and timely case records, correspondence, reports, and current computer database (eWISACWIS) information on active cases.
28. Educates the public regarding mandated reporting and child abuse/neglect standards.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Child Protective Services System.
- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Knowledge of agency policies and procedures.
- Knowledge of juvenile justice system (i.e. Chapter 48).
- Knowledge and ability to work in a variety of computer systems.
- Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
- Ability to work cooperatively with and communicate effectively with others.
- Must meet requirements of Dodge County Driver Qualification Program.

### EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION****Wage Range: \$24.85 - \$34.08**

<b>JOB TITLE:</b>	Senior Social Worker - Child Protective Services	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	August 7, 1998
<b>LABOR GRADE:</b>	Dodge County Eight (8)	<b>REVISED:</b>	3/13/03; 3/20/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs duties in accordance with Chapter 48, DSP memos, DSP standards, and County policies.
2. Promotes the safety and well-being of children in his/her own home whenever possible, or in another safe and stable placement.
3. Investigates reports of physical, emotional, or sexual abuse or neglect, and provides crisis intervention services.
4. Identifies, assesses and analyzes safety and needs, including present and impending danger threats; protective capacities of parents; service needs; and appropriate community services to assist the family/child.
5. Performs forensic interviews as needed
6. Collects, organizes, interprets, and evaluates psychosocial information on each client.
7. Prepares and reviews risk/safety/family assessments and case plans to control for and enhance the safety of children.
8. Provides case planning/management services, including maintaining collateral contact and information.
9. Explains scope of agency's services and discusses client's rights and responsibilities in relations to his/her use of such services.
10. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
11. Prepares court reports, petitions, revisions and extensions, and testifies in juvenile court proceedings.
12. Encourages families to cooperate with conditions of court orders, warns them of consequences and initiates appropriate court actions.
13. Monitors/revises and enforces court orders.
14. Provides custody intake services, including placement of children in non-secure facilities.
15. Provides home study services to requesting agencies regarding possible placement of children.
16. Coordinates plans with family, guardian, and community contacts, in cooperation with available local and state agencies.
17. Provides emergency juvenile court intake as needed (custody decision) and participates in agency on-call system.
18. Provides alternative care placement/services in foster care, group homes, and residential care centers.
19. Identifies client's need for preventative, remedial, or rehabilitative services and availability of existing services.
20. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional care payments.
21. Works to reunify families as soon as issues and safety can be successfully resolved.
22. Prepares for, attends, and present permanency plans at administrative reviews, permanency hearings, and permanency roundtables.
23. Plans with supervisor for individual or group social services and for consultation, referrals, or other action.
24. Provides referral, consultation and coordination services to other agencies.
25. Provides individual/family counseling on a crisis intervention basis incidental to direct client contact.
26. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
27. Prepares and maintains accurate and timely case records, correspondence, reports, and current computer database (eWISACWIS) information on active cases.
28. Educates the public regarding mandated reporting and child abuse/neglect standards.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of Child Protective Services System.

Knowledge of principles/methods of social work and their application.

Knowledge of philosophy, history, and development of social welfare programs.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of social problems and their effect on behavior.

Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.

Knowledge of government and public welfare's role in providing services.

Knowledge of community agencies and their programs.

Knowledge of current social and economic problems and how they affect families/individuals.

Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.

Knowledge of welfare and health resources and how resources may be made available to people in need.

Knowledge of agency policies and procedures.

Knowledge of juvenile justice system (i.e. Chapter 48).

Knowledge and ability to work in a variety of computer systems.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

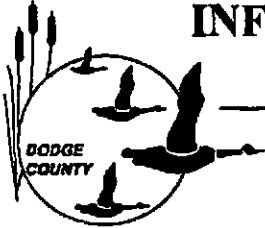
Ability to work cooperatively with and communicate effectively with others.

Must meet requirements of Dodge County Driver Qualification Program.



<b>EDUCATION AND EXPERIENCE</b>	
Bachelor's degree in social work or related field, seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college/ university, and twenty (20) days in-service training related to specific job responsibilities OR Master's Degree in Social Work, four (4) years related work experience, and ten (10) days in-service training related to specific job responsibilities..	
<b>WORKING CONDITIONS</b>	
Office and field working environment. Potential of work in adverse interpersonal situations.	
<b>PHYSICAL DEMANDS</b>	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 386 - 3940

## MEMORANDUM

Date: July 25, 2017

To: Honorable Members of the County Board

From: Ruth M. Otto, Director of Information Technology

Re: Consideration of new position in IT

This is a request for a HRIS / Payroll System Administrator, dedicated to handling daily support, installation, testing, diagnosis, programming, training and management of the HRIS / Payroll systems. The current system is Kronos. These systems include Human Resources, Payroll, Time and Attendance, Leave Management, Activities, Absentee Management and Advanced Scheduler. Currently this responsibility sits primarily in the hands of one DBA while negotiating parts of it with another. The time and effort required to manage and maintain this system removes the one DBA from all of the other primary systems that also requires administration, support and overall maintenance, laying the burden on the other DBAs. The County has 38 primary systems supporting the operations of the County, each of these requiring daily monitoring, support and overall administration. The request to create a dedicated HRIS / Payroll System Administrator ensures a devotion to serve this important system while providing more staff time from the three DBAs to the remaining primary systems of the County.

### Improvements gained by the addition of the position:

- The dedicated position would serve as the primary responsible for all technical implementation and on-going support of the system.
- The responsiveness to Human Resources and Payroll needs would be amplified, as the function of this position is to collaborate with Finance, Human Resources and other departments to ensure changes are made timely.
- This position will reduce the workload on the DBA group, allowing them to be able to better handle system administration, application support, technical support, integration and data governance of all of the County systems.

**Create One Position of *HRIS/Payroll System Administrator***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Information Technology Committee has studied and analyzed staffing needs at the Dodge County Information Technology Department; and,

**WHEREAS**, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors create the following position in the Information Technology Department, effective January 1, 2018:

One new, full-time, benefited position of *HRIS/Payroll System Administrator*;

**WHEREAS**, a job description for the proposed position of *HRIS/Payroll System Administrator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Budget of the Dodge County Information Technology Department; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *HRIS/Payroll System Administrator* during calendar year 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Information Technology Department, effective January 1, 2018:


One new, full-time, benefited position of *HRIS/Payroll System Administrator*.

All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Information Technology Committee:**

  
\_\_\_\_\_  
Donna Maly

  
\_\_\_\_\_  
Mary J. Bobholz

  
\_\_\_\_\_  
Jeffry Duchac

\_\_\_\_\_  
Janice K. Bobholz

\_\_\_\_\_  
Jeremy Bartsch

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create one position of *HRIS/Payroll System Administrator*.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$26.81 - \$36.77

<b>JOB TITLE:</b>	HRIS/Payroll System Administrator	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	5/30/17
<b>LABOR GRADE:</b>	Dodge County Nine (9)	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, will serve as the technical System Management Entity (SME) of the Human Resource Information System (HRIS) and Payroll environment. This position is primarily responsible for the technical implementation and on-going support of the systems that support Human Resources, Payroll, and Time and Attendance. This includes system administration, application support, application development, technical support, integration and data governance.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Daily monitoring, support and development of the HRIS / Payroll system.</li> <li>2. Provide support of inbound and outbound interfaces from the HRIS / Payroll system.</li> <li>3. Work with business users and external vendors to gather requirements.</li> <li>4. Collaborate with Human Resources, Finance, and all other operations and functions of the County for business requirements, system design and implementation.</li> <li>5. Offer suggestions to help with business process improvement.</li> <li>6. Apply best practices to ensure data / system integrity.</li> <li>7. Serves as the central contact person to report and follow-up with HRIS/Payroll system vendors on problems encountered while using the system, (this includes maintaining the problem / case logs and all hardware and software documentation provided during installation processes).</li> <li>8. Manages and participated in software installation and patch upgrades.</li> <li>9. Communicates and collaborates with all project team members to ensure high quality and timely project delivery.</li> <li>10. Provides assistance and support as required for SQL, Visual Basic based applications, Access databases, web based applications; to include database administration, technical support, and problem resolution.</li> <li>11. Assist in development with the IT Director of short and long-term database migration plans consistent with County IT strategies and 5-Year Technology Plan.</li> <li>12. Responsible to provide the IT Director with Systems initiatives and their impact on the existing infrastructure for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.</li> <li>13. Responsible for Tier 3 database/application Help Desk issues, on-call concerns and provide backup to Tier 3 systems Help Desk issues when required.</li> <li>14. Responsible for database administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, joint hardware and software installation with the Network Administration, tuning and version control, and general technical support of the County's enterprise systems.</li> <li>15. Administers database resources such as SQL servers, various operating systems and utility software, data storage systems, and backup/recovery operations, including disaster recovery steps to ensure full operability in the stage of a disaster.</li> <li>16. Responsible for overall database administration and maintenance of application security.</li> <li>17. Insures that the Dodge County databases and applications, their servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.</li> <li>18. Responsible for working with vendors, 3<sup>rd</sup> parties, and other agencies to ensure application and database updates, upgrades and maintenance are managed and do not cause outages or issues.</li> <li>19. Responsible for providing a proper testing environment to ensure updates, upgrades or patches do not adversely affect the production of the County.</li> <li>20. Responsible with the IT Director to establish database standards.</li> <li>21. Keeps the IT Director informed on issues relating to the applications and databases of the County or external agencies that directly affect the County.</li> <li>22. Regular attendance, professional demeanor and punctuality required.</li> <li>23. Performs related duties as required or assigned by the IT Director.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
<p>Extensive knowledge of the HRIS/Payroll system.</p> <p>Preferred prior experience within a large organization using the HRIS/Payroll systems, such as Kronos Workforce Central.</p> <p>Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.</p> <p>Knowledge of SQL, Exchange, Crystal Reports, and SSRS.</p> <p>Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.</p> <p>Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.</p> <p>Knowledge of Internet connectivity, network security design and implementation techniques.</p> <p>Application / system administration experience – at least 2 years of previous experience (software support).</p> <p>Knowledge of human resources, time keeping, labor management and payroll system of record platforms.</p> <p>Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.</p> <p>Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.</p> <p>Ability to establish and maintain effective public/employee working relationships.</p> <p>Ability to work independently without close supervision.</p> <p>Ability to work as part of a project team with other IT professionals and other County employees.</p> <p>Ability to maintain accurate and complete records.</p>			

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Ability to effectively answer inquiries and challenges with tact and courtesy.  
Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.  
Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.  
Ability to understand and effectively carry out instructions.  
Ability to work under pressure and meet deadlines.  
Ability to maintain accurate and complete records.  
Ability to accurately interpret requests and make sound and accurate decisions quickly.  
Ability to provide outstanding customer service  
Ability to create user documentation, training materials and user training

**EDUCATION AND EXPERIENCE**

Bachelor of Science degree with a minimum of five (5) years experience in administering Microsoft SQL databases, two (2) years experience in administering HRIS/Payroll systems. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:  
DATE:  
SUPERVISOR SIGNATURE:  
DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):  
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# **DODGE COUNTY SHERIFF'S OFFICE**

**Dale J Schmidt Sheriff   Scott Smith Chief Deputy**

**August 4, 2017**

## **Memorandum**

**TO:     Honorable Members of the Judicial Public Protection Committee and Dodge County Board of Supervisors**

**From:   Sheriff Dale J. Schmidt**

**RE: COPS Grant / Create Two Deputy Sheriff – Patrol Positions**

This Resolution proposes creation of two new Deputy Sheriff – Patrol positions due to the Sheriff's Office application for a 2017 COPS (Community Oriented Policing) grant to fund two positions for three years. These positions would have identical pay grade, benefits and hours scheduled annually as our current Deputy Sheriff Patrol positions. There would be no change in pay, benefits or annual hours worked (a 37.5 hours per week schedule).

Our focus with this program would be on education, prevention and intervention of drug use and abuse, specifically targeting the heroin epidemic in our area and an emerging meth problem. The education component of this program would focus in part on education in the schools. Currently there are a limited number of school resource officers in Dodge County. The Community Oriented Policing deputies would work collaboratively with existing resources to provide all school age residents with educational opportunities regarding the dangers of drugs.

Furthermore, these positions would spearhead educational efforts for the public as a whole on drug trends, the dangers of drugs and how the public can help in this battle. Tied closely with the public education component is public engagement. An informed and motivated public is our best defense against the drug epidemic and the disorder and crime that is often associated with it. The deputies selected for these positions will lead the way in our efforts to work collaboratively with the public both on the individual level as well as large scale collaborative efforts.

If the COPS grant is not awarded to the Sheriff's Office, these positions will go unfilled until such time as a funding source is developed. If awarded, the county is required to fund the positions at 100% for a minimum of 12 months past the end of the three year grant term.

RESOLUTION NO. 17-32

**Create Two Positions of *Deputy Sheriff – Patrol*  
to be Funded by a Community Oriented Policing Services (COPS) Grant**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Sheriff has applied for a Community Oriented Policing Services (COPS) grant from the United States Department of Justice to fund law enforcement efforts focusing on education, prevention and intervention of drug use and abuse by targeting the heroin epidemic and the emerging methamphetamine problem in Dodge County; and,

**WHEREAS**, this grant, if awarded to Dodge County, will be used to fund two positions of *Deputy Sheriff – Patrol* to support coordination of efforts with local law enforcement throughout this geographically vast county with many smaller communities; and,

**WHEREAS**, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs at the Dodge County Sheriff's Office; and,

**WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors create two full-time, benefited positions of *Sheriff Deputy-Patrol* in the Dodge County Sheriff's Office, effective January 1, 2018, to provide additional law enforcement presence in the Dodge County communities and to undertake coordination efforts to address drug use and abuse; and,

**WHEREAS**, a job description for the proposed positions of *Deputy Sheriff – Patrol* has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, COPS Grant funds, if awarded, will be used in the 2018 Sheriff's Office Budget in Business Unit 2021, Patrol, from various personnel object expenditure accounts to fund these proposed positions of *Deputy Sheriff – Patrol*;

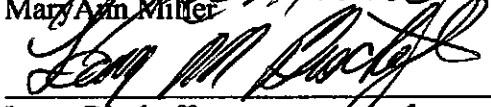
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates two full-time, benefited position of *Deputy Sheriff – Patrol* in the Dodge County Sheriff's Office, effective January 1, 2018, and conditioned upon being awarded the COPS Grant; and,


**BE IT FINALLY RESOLVED**, that in the event that, at any time in the future, the Dodge County Sheriff does not receive COPS Grant funds from the United States Department of Justice, then, effective immediately, upon the expenditure of all COPS Grant Award funds that were previously received by Dodge County from the United States Department of Justice, and without the need for any further action by the Dodge County Board of Supervisors, these two positions of *Deputy Sheriff – Patrol* shall remain unfilled until funded by other sources.


All of which is respectfully submitted this 15<sup>th</sup> day of August, 2017.

**Dodge County Judicial and Public Protection Committee:**

  
\_\_\_\_\_  
Mary Ann Miller

  
\_\_\_\_\_  
Larry Bischoff

  
\_\_\_\_\_  
Thomas Nickel

  
\_\_\_\_\_  
Dan Hilbert

  
\_\_\_\_\_  
Larry Schraufnagel

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create two positions of *Deputy Sheriff – Patrol* to be funded by a Community Oriented Policing Services (COPS) Grant.



# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$28.26 - \$31.25

<b>JOB TITLE:</b>	Deputy Sheriff - Patrol	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff's Office	<b>REPORTS TO:</b>	Patrol Captain
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	9/30/02
<b>LABOR GRADE:</b>	Sworn - Four (4)	<b>REVISED:</b>	10/25/11, 03/03/16

## OVERALL PURPOSE/SUMMARY

Under the general direction of Patrol Captain with general responsibilities of traffic enforcement, investigation of criminal activity, responding to calls for service as requested by the public, and maintaining peace and public order.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Protects the motoring public by conducting traffic enforcement fairly, consistently and courteously to deter traffic violations and prevent traffic crashes.
2. Responds to all requests for assistance from public as necessary.
3. Determines where high crash volume locations exist and take appropriate action to reduce crashes.
4. Determines if violations of law or ordinance have occurred and take appropriate law enforcement action if necessary.
5. Manages and investigates crash scenes and properly documents all evidence and information obtained
6. Records for permanent record clear, complete, correct, and concise reports of daily assignments and investigations.
7. Brings cases before the courts and testifies as required in court in the pursuit of justice.
8. Detects/deters crime within assigned area by use of modern police patrol practices.
9. Keeps or restores peace and public order while preventing injury, death, or damage to property.
10. Acts pursuant to law to safely transfers prisoners to jail or between various local, county, state, or federal facilities.
11. Provides traffic control, security measures, or other functions at special events as required.
12. Makes public appearances to the public about various aspects of law enforcement.
13. Attends training as required.
14. May work as Undercover Investigator to detect and record information and collect evidence of narcotic, drug, and other criminal violations.
15. Serves Civil Process papers as required.
16. Maintains a professional attitude and appearance.
17. Understands and follows the mission and vision statement of the sheriff's office.
18. Regular attendance and punctuality required.
19. Performs other related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Proficient skill in traffic enforcement and crash investigation, criminal and non-criminal investigation, and report writing. Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures. Ability to communicate effectively. Ability to function effectively and prioritize functions under stressful conditions. Ability to explain and enforce federal, state, and county laws clearly and courteously. Must meet requirements of Civil Service Commission. Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Must be 21 years of age, law enforcement certifiable by the State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board OR must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Must pass written, oral and physical examinations as required by the Dodge County Civil Service Commission. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

### WORKING CONDITIONS

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Frequent improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

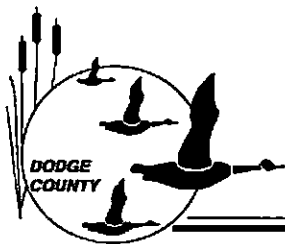
**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

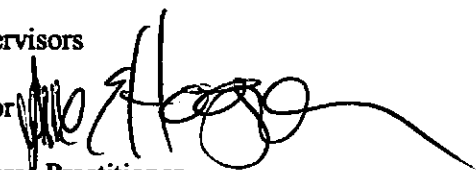
THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# Clearview

## MEMORANDUM

TO: Dodge County Board of Supervisors

FROM: Jane E. Hooper, Administrator 

RE: Resolution for Psychiatric Nurse Practitioner

DATED: August 7, 2017

Clearview has worked with Journey Mental Health Center, Inc., who have consulted for our psychiatric services for many years. Due to a retirement of one of their psychiatrists, they are no longer able to provide these services to our organization.

We are asking to add a position in 2018 of a Psychiatric Nurse Practitioner to provide consistent psychiatric care for our residents. This will enhance the clinical care that is currently provided and work directly with our Medical Director and staff physician to provide an even higher level of continuity of care.

Please feel free to contact me if you would like to discuss or have any questions at 386-3409.

**Create One Position of *Psychiatric Nurse Practitioner***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors create the following position at Clearview to better meet Clearview's needs as a provider of resident psychiatric care, effective January 1, 2018:

One new, part-time, benefited position of *Psychiatric Nurse Practitioner*; and,

**WHEREAS**, a job description for the proposed position of *Psychiatric Nurse Practitioner* has been marked for identification as Exhibit "A", has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Clearview Budget; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Psychiatric Nurse Practitioner* during calendar year 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position at Clearview, effective January 1, 2018:

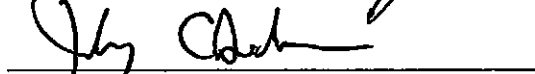
One new, part-time, benefited position of *Psychiatric Nurse Practitioner*.

All of which is respectfully submitted this 15<sup>th</sup> day of August, 2017.

The Dodge County Health Facilities Committee:



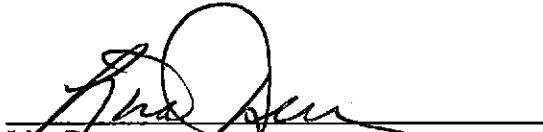
Larry Bischoff



Jeffry Duchac



Thomas J. Schaefer



Lisa Derr



Dan Hilbert

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create one new, part-time, benefited position of *Psychiatric Nurse Practitioner*.

# DODGE COUNTY JOB DESCRIPTION-DRAFT

**Wage: \$60.00 per hour**

<b>JOB TITLE:</b>	Psychiatric Nurse Practitioner	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Nursing Administration	<b>REPORTS TO:</b>	Administrator
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Miscellaneous Wage Scale	<b>REVISED:</b>	

## OVERALL PURPOSE/SUMMARY

Under the general direction of the Administrator and the direct supervision of the Medical Director and Consulting Psychiatrist, the Psychiatric Nurse Practitioner is a prescriber actively involved as a provider of resident psychiatric care and at Clearview

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides psychiatric evaluations and assessments, including assessment of symptoms, side effects of medications, compliance with medications, vital signs, and other conditions or health needs.
2. Prescribes, administers and/or dispenses medications; plans and implements individual resident medication schedules; and provides counseling surrounding use of medications or other health issues.
3. Performs or oversees the review of laboratory reports, imaging studies, consultations, etc. to make certain appropriate action is taken when needed.
4. Educates residents, families, guardians, and employees regarding psychiatric issues.
5. Refers residents to appropriate agency staff or other agencies for evaluation and additional services, if indicated.
6. Monitors resident's progress on an ongoing basis, including symptoms or side effects of prescribed medications.
7. Reviews, evaluates and formulates treatment plans for resident's mental health issues based on evaluations, diagnoses, and agency guidelines.
8. Frequently works as part of a multi-disciplinary team to provide a comprehensive plan of mental health services to residents.
9. Advocates on behalf of residents to assure resident's needs are met appropriately and in a timely fashion.
10. Communicates with other agency staff (MCO) on a regular or as-needed basis.
11. Helps facilitate and responds to federal and state surveys.
12. Be available to the facility for after hour urgent calls as needed.
13. Integrates general health concerns into treatment plan and coordinates care with medical physicians as needed.
14. Gathers/provides information for program evaluation and planning.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Maintains current, working knowledge of treatment approaches, medications, and other relevant issues that pertain to the provision of psychiatric and medical care in this setting.

Maintains appropriate licensure and certification including meeting and/or exceeding CME requirements.

Courteous, honest, and professional at all times.

Efficient, organized, and accurate.

Able to work with multi-problem residents and their families.

Must remain eligible for appropriate liability insurance, as well as Medicare and Medicaid billing.

Must have an understanding of state (HS 132 and HS 134) and Federal regulations in relation to psychiatric treatment.

Able to interact effectively and cooperatively with various disciplines, community agencies, and service providers.

### EDUCATION AND EXPERIENCE

Master's degree in nursing or a related health field from a college or university that obtained accreditation by a regional accreditation agency approved by the Board of Education in the state where the institution is located, or from a program that has received programmatic accreditation by the nationally recognized advanced nursing practice accrediting agencies. Nationally certified as a Nurse Practitioner. Licensed as an Advanced Practice Nurse Practitioner specializing in Psychiatry in the State of Wisconsin, and warrants and represents that he/she is sufficiently experienced and competent to perform all principal duties and responsibilities listed above.

### WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# Dodge County Land Resources and Parks Department

Administration Building  
127 East Oak Street Juneau, WI 53039

---

DATE: August 2, 2017  
TO: Supervisors, Dodge County Board of Supervisors  
  
FROM: Bill Ehlenbeck, Parks & Trails Manager  
  
SUBJECT: Request to reclassify Seasonal Park Crew Leader to Part-Time +20

In 2016, the Parks Crew Leader seasonal position was created to improve our safety and efficiency, expand our volunteer crew efforts, provide for better staff coverage and customer service, seek grant opportunities and increase our revenues. A major emphasis of the position was also an improved tree program with more plantings, better maintenance and hazard tree monitoring and prevention.

In the short time this position has been in place, we have seen its benefits.

- Our available firewood supply to support our camping needs and revenues has never been greater at this time of year.
- The position has saved us several thousand dollars by reducing our tree service costs from the summer storm damage clean up needs primarily along the Wild Goose Trail and at Ledge Park.
- A DNR Tree Grant was applied for and awarded to plant 25 trees and clean up some hazard trees at Harnischfeger Park.
- Provided coverage for needed time off of other seasonal staff in order to maintain necessary customer care for campers and park visitors and necessary grounds maintenance.
- Although difficult to link directly to the position, camping revenues for the year have reached the \$100,000 level as of July 6<sup>th</sup>. Nearly a month sooner than ever before.

We believe further improvements can be realized if this position is available to us during the winter months on a part time basis.

- Additional attention to maintenance and prep of mechanical and safety equipment prior to startup of our summer season.
- More efforts directed to volunteer development and scheduling well in advance of the main season.
- Better tree maintenance (generally best done in winter months).
- Reduction in our snow removal costs / improved winter grounds and trail maintenance for winter park visitors.

Adjusting the position to about 1800 total hours (an increase of about 300 hours over the 2017 budgeted hours), would provide for an average of about 15 hours/week in January and February. The position currently receives pro-rated health insurance. The position will be moved from the Miscellaneous/Seasonal Wage Scale to Grade 5 of the County Compensation Plan Scale. An increase of about \$12,500 is anticipated for the position for the 2018 budget.

By upgrading the Parks Crew Leader position, we believe we will better serve our customers, improve their safety and better maintain our equipment and facilities with minimal net cost.

**Resolution Modifying *Parks Crew Leader* Position**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Planning, Development and Parks Committee has studied and analyzed staffing needs at the Dodge County Land Resources and Parks Department; and,

**WHEREAS**, as a result of these studies and analyses, the Planning, Development and Parks Committee recommends that the Dodge County Board of Supervisors change one filled, funded, part-time, seasonal, benefited position of *Parks Crew Leader*, in the Land Resources and Parks Department, to one part-time, more than 20 hours per week, benefited (prorated) position of *Parks Crew Leader*, effective January 1, 2018; and,

**WHEREAS**, a job description for the position of *Parks Crew Leader* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Budget of the Dodge County Land Resources and Parks Department; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Parks Crew Leader* during calendar year 2018;

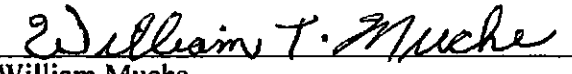
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby change one filled, funded, part-time, seasonal, benefited position of *Parks Crew Leader*, in the Land Resources and Parks Department, to one part-time, more than 20 hours per week, benefited (prorated) position of *Parks Crew Leader*, effective January 1, 2018.

All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Planning, Development and Parks Committee:**

  
Thomas J. Schaefer

  
Joseph Marsik

  
William Muche

\_\_\_\_\_  
Janice Bobholz

  
Allen Behl

**Vote Required:** Majority of Members present.

**Resolution Summary:** A resolution to change the position of *Parks Crew Leader* from a part-time seasonal position to a part-time, more than 20 hours per week, benefited position.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: 18.96 - \$26.00

<b>JOB TITLE:</b>	Parks Crew Leader	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Land Resources and Parks	<b>REPORTS TO:</b>	Manager Parks & Trails
<b>LOCATION:</b>	Dodge County Parks	<b>DATE:</b>	1/1/2017
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under general direction of Manager, Parks & Trails, and in coordination with Parks Foreman, serves as lead worker and coordinator for park and trail maintenance, repair, construction and operational projects and other assigned tasks throughout park system. Also serves as assistant to Parks Foreman and fills in for park attendants or caretakers when needed.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>Plans, coordinates, directs and assists park staff, volunteers and other work crews to carry out park maintenance, repair, construction and operational projects.</li> <li>Assists Parks Foreman with purchase and delivery of parts, supplies and equipment as needed.</li> <li>Assists in weekly collection of park receipts, fees and reports from Park Attendants and turns into central office.</li> <li>Assists Parks Foreman with equipment and facility troubleshooting and repairs.</li> <li>Coordinates volunteer programs, including recruitment, training, tracking and/or supervision of camp hosts, inmate crews, Adopt-A-Trail groups, scouts, school groups, and others.</li> <li>Monitors firewood supply and leads cutting, splitting, hauling and stacking to ensure sufficient supply for camping season.</li> <li>Keeps Parks Manager and Parks Foreman informed of problems, incidents, needs and status of assigned projects.</li> <li>Coordinates work and vacation schedules of attendants and caretakers and covers in their absence when needed.</li> <li>Assists Parks Foreman and park caretakers and attendants with their duties as necessary.</li> <li>Regular attendance and punctuality required.</li> <li>Performs related duties as may be required or assigned.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
<p>Considerable knowledge of and proficiency in the use and maintenance of power equipment, chain saws, machinery and tools.</p> <p>Considerable knowledge of electrical, plumbing and heating system and equipment.</p> <p>Considerable knowledge of safety related to electricity, cleaning chemicals, herbicide/pesticide application, power equipment and general maintenance work.</p> <p>Considerable carpentry and construction knowledge and skills.</p> <p>Ability to follow drawings, plans or prints to carry out a project and ability to lead work crews according to the plans.</p> <p>Ability to maintain a friendly disposition to the public and a good working relationship with staff, work crews and contractors.</p> <p>Considerable knowledge and understanding of park administration policies, procedures, rules, laws and regulations and ability to relate same to the public and other park staff.</p> <p>Thorough knowledge of and familiarity with all County Park facilities and resources.</p> <p>Ability to understand and effectively carry out instructions, follow policies and procedures and work with little supervision.</p> <p>Ability to maintain efficient and organized records.</p> <p>Working knowledge of Microsoft Office (Word/Excel/Outlook) and Internet and email software.</p> <p>Welding, steel fabrication and familiarity with metal work desirable.</p> <p>Must meet requirements of Dodge County Driver Qualification Policy.</p>			
<b>EDUCATION AND EXPERIENCE</b>			
High school diploma or GED equivalent and minimum of two (2) years experience in general grounds, building and equipment maintenance and custodial work and/or public service and camping. Some related post high school course work in recreation, natural resources, conservation or land management, preferred, as well as Foreman and/or lead position experience. Equivalent combination of education and experience which provides necessary knowledge, skills and abilities will be considered. Satisfactory completion of Chain Saw safety certification course preferred.			
<b>WORKING CONDITIONS</b>			
<p>Works primarily outdoors; may be subject to hot and cold temperature extremes, windy and wet weather.</p> <p>Works in varied terrain and vegetation, including wooded areas, fields, steep topography, wet areas.</p> <p>Inclement weather work may be done under shelters or in shop with slight protection from the weather.</p> <p>May be exposed to periodic intense noise and hazards such as mechanical, electrical, chemical and heights.</p> <p>May have necessity to deal with upset or hostile individuals.</p> <p>Flexible work hours but needs to be available for occasional weekend and night work as necessary or assigned.</p>			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>FOREMAN SIGNATURE:</b>			
<b>DATE:</b>			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



1 RESOLUTION NO. 17-35

2  
3 Highway Department  
4 2017 Dodge County Budget Amendment  
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,  
8

9 WHEREAS, the Dodge County Board of Supervisors adopted the 2017 Dodge County Budget on  
10 November 15, 2016; and,  
11

12 WHEREAS, due to unforeseen circumstances and events that have occurred since the adoption of  
13 the 2017 Dodge County Budget, it is necessary to amend the amounts of some of the appropriations  
14 therein; and,  
15

16 WHEREAS, specifically, the Wisconsin Department of Transportation contracted with Dodge  
17 County in 2017 to perform traffic and discretionary maintenance projects on the State Highway System;  
18 and,  
19

20 WHEREAS, the unbudgeted work performed by Dodge County will result in \$171,000 in  
21 unbudgeted expenses and \$171,000 in unbudgeted revenues in 2017; and,  
22

23 WHEREAS, the Dodge County Highway Committee has reviewed these expenditures and  
24 revenues for the traffic and discretionary maintenance performed by Dodge County on the State Highway  
25 System, and has determined that the expenditures and revenues were reasonable and necessary; and,  
26


27 WHEREAS, the Highway Committee recommends that the Dodge County Board of Supervisors  
28 approve a budget amendment in the amount of \$171,000 in expenditures and revenues to the 2017  
29 Highway Department budget;  
30

31 SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors  
32 hereby approves the budget amendment to the 2017 Highway Department budget as reflected on Exhibit  
33 "A", attached hereto and incorporated herein; and,  
34

35 BE IT FINALLY RESOLVED, that the Dodge County Finance Director is authorized to amend  
36 the amount of the appropriations in the 2017 Dodge County Budget by applying \$171,000 in expenditures  
37 and revenues to Business Unit 3321, State Highway Maintenance.

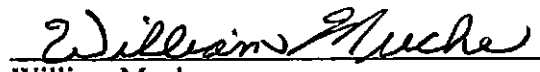
All of which is respectfully submitted this 15<sup>th</sup> day of August, 2017.

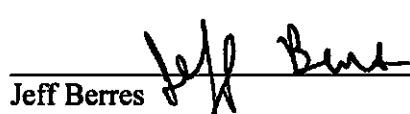
Dodge County Highway Committee:

  
Harold Johnson

  
Jeffrey Caine

  
Ed Nelson

  
William Muehe

  
Jeff Berres

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2017 Budget?  
No.

Fiscal Impact on the adopted 2017 Budget: **\$171,000 increase in revenue and \$171,000 increase in expenditures.**

Fiscal Impact reviewed by the Dodge County Finance Committee on  
August 8, 2017.

  
David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Two-thirds (2/3) of members elect.

**Resolution Summary:** Resolution amending the 2017 Dodge County Budget (Highway Department) due to \$171,000 additional work performed on State Highway System.

7/7/2017



**Dodge County, Wisconsin**  
**Finance Department**  
**Unbudgeted/Excess Revenue Appropriation**  
**Revenue and Expenditure Adjustment Form**

Effective Date: 07/01/2017Date: 07/06/2017Department: Highway

For Finance Department use only

Doc# \_\_\_\_\_

Batch# \_\_\_\_\_

GL Date: \_\_\_\_\_

**Description of Adjustment:**

Unbudgeted revenue and expenditures from the State for Traffic and Discretionary Maintenance that wasn't known at the 2017 budget preparation.

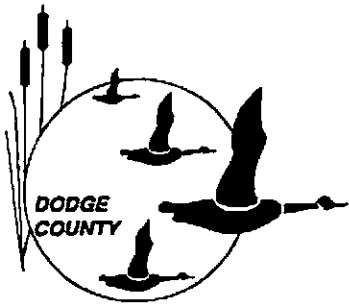
Resolution Business Unit 3321 State Highway Maintenance Budget Amendment

<b>Budget Adjustment</b>
--------------------------

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
3321	4723	012	State Hwy Srvc-Discretionary Mnt	87,000.00
3321	4723	013	State Hwy Srvc-Traffic Mnt	84,000.00
3321	5121		State Hwy Srv-Wages	33,000.00
3321	5491		State Hwy Srv-Emp Benefits	19,600.00
3321	5492		State Hwy Srv-Field Small Tools	1,000.00
3321	5493		State Hwy Srv-Equipment	37,000.00
3321	5494		State Hwy Srv-Materials/Supplies	80,400.00

Note the total Budget Adjustment must balance

EXHIBIT "A"



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Becky Bell, Director*

◆ **ADMINISTRATION**  
(920) 386-3501  
FAX: (920) 386-4011

◆ **AGING & DISABILITY  
RESOURCE CENTER (ADRC)  
& AGING PROGRAM**  
(920) 386-3580  
**NUTRITION**  
(920) 386-3580  
**TRANSPORTATION**  
(920) 386-3832  
FAX: (920) 386-4015

◆ **ADULT PROTECTIVE SERVICES  
& SUPPORTIVE HOME CARE**  
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FAX: (920) 386-3245

◆ **ALCOHOL & DRUG ABUSE**  
(920) 386-4094  
FAX: (920) 386-3812

◆ **CHILD WELFARE &  
JUVENILE JUSTICE**  
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FAX: (920) 386-3533

◆ **COMMUNITY SUPPORT  
PROGRAM & COMPREHENSIVE  
COMMUNITY SERVICES**  
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FAX: (920) 386-3812

◆ **ECONOMIC SUPPORT**  
(920) 386-3760  
FAX: (920) 386-4012

◆ **MENTAL HEALTH**  
(920) 386-4094  
FAX: (920) 386-3812

◆ **PUBLIC HEALTH**  
(920) 386-3670  
FAX: (920) 386-4011

TO: County Board Supervisors  
FROM: Becky Bell  
DATE: August 7<sup>th</sup>, 2017

This memo is being written to explain the resolution before you tonight regarding Abolishing the Medical Billing Specialist Position and creating an Account Clerk III position. The Medical Billing Specialist position was approved by the County Board on 7/19/2016 and recruitment started on 8/2/2016. Despite interviewing for this position, we have not found a successful candidate. As a result, we are requesting to abolish that position and create an Account Clerk III position. The Account Clerk III position will be able to carry out the job functions that the department requires at this time. It is anticipated some of these job duties will include medical billing, collections, process of payments, back-up for financial intakes, and data entry for the CCS and Crisis Programs. In 2016, we paid \$27,246.42 in overtime and comp time to our fiscal staff. Year to date, we have paid \$32,591.46 in overtime and comp time within the fiscal department to fulfill the role of medical billing and collections. After this position is filled, we anticipate no need for overtime costs. Additionally, we are exploring the possibility of billing Medical Assistance through the CCS Program to offset some of the cost for this position.

The Medical Billing Specialist position was budgeted for in 2017. The Account Clerk III position is a one pay grade below the Medical Billing Specialist position and the 2018 budget will be built with these staff costs. The 2017 fiscal impact on this position is \$38,780 (Net Surplus).

1 RESOLUTION NO. 17-36

2  
3 **Resolution to Abolish the Position of *Medical Billing Specialist***  
4 **And Create the Position of *Account Clerk III***  
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,  
8

9 **WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed  
10 staffing needs at the Dodge County Human Services and Health Department; and,  
11

12 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board  
13 recommends that the Dodge County Board of Supervisors abolish the following position in the  
14 Human Services and Health Department, effective September 1, 2017:  
15

16 One vacant, funded, full-time, benefited position of *Medical Billing Specialist*; and,  
17

18 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board  
19 also recommends that the Dodge County Board of Supervisors create the following position in the  
20 Human Services and Health Department, effective September 1, 2017:  
21

22 One new, full-time, benefited position of *Account Clerk III*; and,  
23

24 **WHEREAS**, a job description for the position of *Medical Billing Specialist* has been marked  
25 for identification as Exhibit "A", and has been attached hereto; and,  
26

27 **WHEREAS**, a job description for the proposed position of *Account Clerk III* has been  
28 marked for identification as Exhibit "B" and has been attached hereto; and,  
29

30 **WHEREAS**, there are funds in the 2017 Budget of the Human Services and Health  
31 Department to fund the proposed position of *Account Clerk III* during the period of time commencing  
32 on September 1, 2017, and ending on December 31, 2017, both inclusive;  
33

34 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of  
35 Supervisors hereby abolishes the following position in the Human Services and Health Department,  
36 effective September 1, 2017:  
37

38 One vacant, funded, full-time, benefited position of *Medical Billing Specialist*; and,  
39


40 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby  
41 creates the following position in the Human Services and Health Department, effective September 1,  
42 2017:  
43


44 One new, full-time, benefited position of *Account Clerk III*; and,  
45


46 **BE IT FINALLY RESOLVED**, that funds in the 2017 Budget of the Human Services and  
47 Health Department shall be used to fund the position of *Account Clerk III* during the period of time  
48 commencing on September 1, 2017, and ending on December 31, 2017, both inclusive.

All of which is respectfully submitted this 15th day of August, 2017.

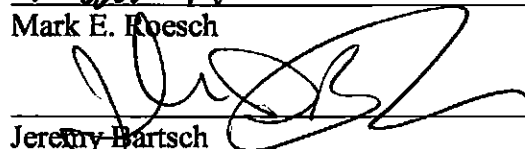
**Dodge County Human Services and Health Board:**

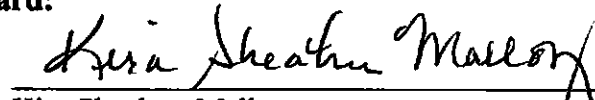
  
Mary J. Bobholz

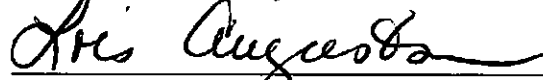
  
Stephanie Justmann

  
Becky Glewen

  
Mark E. Roesch

  
Jeremy Bartsch

  
Kira Sheahan-Malloy

  
Lois Augustson

  
Jennifer Keyes

David Godshall

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2017 Budget? **Yes.**

Fiscal Impact on the adopted 2017 Budget:  
**\$38,780 (Net Surplus)**

Fiscal Impact reviewed by the Dodge County Finance Committee on August 8, 2017.

  
David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to abolish the position of *Medical Billing Specialist* and create the position of *Account Clerk III*.

**DODGE COUNTY JOB DESCRIPTION****Wage Range: \$18.96 - \$26.00**

<b>JOB TITLE:</b>	Medical Billing Specialist	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	HS Supervisor - Fiscal & Support
<b>LOCATION:</b>	Henry Dodge Office Building	<b>DATE:</b>	7/19/2016
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	11/10/16

**OVERALL PURPOSE/SUMMARY**

The Medical Billing Specialist will be the team leader for the Clinical Services billing team. This position will maintain an advanced level of medical billing practices, organize and schedule the monthly billing cycles and be responsible for generating accurate and timely bills for all clinical services. This position will be proficient in medical coding and insurance/Medical Assistance/Medicare billing and working with the billing software package.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Organize, schedule and maintain monthly electronic billing process.
2. Perform all month end procedures with billing software (processing for a period and submission and resubmission of claims, creating batches, working with held claims, claims for group services, voids and adjustments).
3. Determine and perform month end close in software system, work with associated postings and other financial work.
4. Provides oversight, trains and reviews the work of Account Clerk III(s) in Clinical Services billing. Monitors progress, checks quality and completeness of work, and informs supervisor on regular basis of status of their work.
5. Primary responsible staff member for processing payments received from insurance companies/Medicaid/Medicare and self-pa.
6. Set up and maintain new insurance companies in the billing software package (including medical coding and rate information).
7. Provide problem resolution related to billing process; collaborate with others in problem resolution including department management and other departments.
8. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
9. Ensure appropriate prior authorizations are obtained as necessary, are documented in billing software system and resolve associated problems.
10. Work with other payments and adjustments; prepare statements as necessary for other programs.
11. Review aging of accounts and work with Corporation Counsel as necessary for tax intercept collection.
12. Prepare monthly reports for Division managers and others.
13. Maintains client financial files.
14. Enter cash log and deposit finalization weekly.
15. Monitor client closings and associated financial work.
16. Prepare statements for old inpatient accounts; prepare Birth to Three statements and send both to consumers monthly.
17. Balance credit card receipts (Minicpay) weekly and send reports to treasurer.
18. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
19. Backup for financial interviews with clients.
20. Perform backup to reception and switchboard duties and may handle overflow calls.
21. Regular attendance and punctuality required.
22. Perform related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge of Accounting/Billing procedures.  
 Advanced knowledge of Medical Billing codes, terminology and processes.  
 Knowledge of office methods and procedures.  
 Proficient skills in working accurately with statistical and financial data.  
 Excellent inter-personal skills.  
 Excellent problem resolution skills.  
 Ability to prioritize tasks and manage high volume workload.  
 Ability to consistently apply established policies and procedures.  
 Ability to proficiently operate calculator, computer, copy machine, and other office equipment.  
 Ability to assist in computer applications and develop and modify spreadsheets  
 Ability to understand and effectively carryout instructions.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent, with minimum of one to two (1-2) years training/education in finance, accounting, medical billing or related field, minimum of five (5) years of experience in medical billing. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

<b>WORKING CONDITIONS</b>	
Normal office environment	
<b>PHYSICAL DEMANDS</b>	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	



# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.99 - \$23.31

<b>JOB TITLE:</b>	Account Clerk III	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	HS Supervisor -Fiscal & Support
<b>LOCATION:</b>	Henry Dodge Office Building	<b>DATE:</b>	November 18, 1997
<b>LABOR GRADE:</b>	Dodge County Four (4)	<b>REVISED:</b>	4/1/05; 3/22/13; 5/10/16

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Fiscal Supervisor, responsible for performing billing and accounting functions for outpatient areas as assigned.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receipt incoming cash/checks and code to appropriate accounts. Prepare and reconcile deposits as assigned.
2. Perform electronic medical billing for clinical services.
3. Assist with all month-end procedures, backups, and accounts receivable reports.
4. Run forms for Medicare, Medical Assistance, insurance and self-pay; sort, proof and submit to appropriate sources.
5. Conduct financial interviews and updates with client/potential client; enter and maintain benefit assignment in billing software.
6. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
7. Contact insurance companies to clarify claim denial when payment should have been received.
8. Perform follow up work on client accounts.
9. Determine necessity for Medical Assistance and Insurance prior authorization requests and follow up appropriately.
10. Research Forward Health eligibility for scheduled patients and calculate co-pays that are applicable. Create receipt for each of those co-pays, alert the front desk that collection of money is needed.
11. Send collection letters to consumers not making payments on services received.
12. Review and process monthly expense statements for staff.
13. Process credit card allocations online for department staff credit cards.
14. Prepare payment and adjustment sheet for payments received and enter data.
15. File appropriate forms and invoices.
16. Prepare and maintain spreadsheets as assigned.
17. Financial accounting duties as assigned.
18. Complete monthly case management billing for Birth to Three program.
19. Prepare Birth to Three statements to send to consumers monthly.
20. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
21. Perform backup to reception and switchboard duties and may handle overflow calls.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Accounting/Billing procedures.  
 Knowledge of office methods and procedures.  
 Proficient skills in working accurately with financial and statistical data.  
 Excellent inter-personal skills.  
 Skill in dealing with general public and co-workers.  
 Ability to consistently apply established policies and procedures.  
 Ability to proficiently operate calculator, personal computer equipment, copy machine, and other office equipment.  
 Ability to assist in computer applications and develop and modify spreadsheet applications.  
 Ability to understand and effectively carryout instructions.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, with minimum of one (1) year training/education in finance, accounting, statistical reporting, medical billing or related field, minimum of three (3) years of experience preferably in billing, accounts receivable/payable, and computer application. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Normal office environment

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

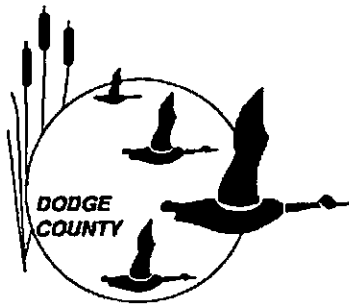
### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Becky Bell, Director*

◆ **ADMINISTRATION**  
(920) 386-3501  
FAX: (920) 386-4011

◆ **AGING & DISABILITY  
RESOURCE CENTER (ADRC)  
& AGING PROGRAM**  
(920) 386-3580  
NUTRITION  
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◆ **ECONOMIC SUPPORT**  
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FAX: (920) 386-4012

◆ **MENTAL HEALTH**  
(920) 386-4094  
FAX: (920) 386-3812

◆ **PUBLIC HEALTH**  
(920) 386-3670  
FAX: (920) 386-4011

TO: County Board Supervisors  
FROM: Becky Bell  
DATE: August 7<sup>th</sup>, 2017

This memo is being written to explain the resolution before you tonight regarding creating a Community Education Coordinator. This position is being created to help fulfill both the ADRC Contract and our three year Aging Plan within the GWAAR (Aging) grant. The role of this position will be to offer full use of Facebook and Webpage to advertise and inform the community of opportunities here in the ADRC. This position will also be the lead for Evidence based classes facilitating, coordinating teachers, guest experts; advertising; scheduling, working with volunteers and to be the main contact for WIHA (Wisconsin Institute for Healthy Aging). The third major responsibility of this position will be to collaborate with our community partners and start a Falls Prevention Coalition.

This position will be placed at a Pay Grade 5. It is important to note that the ADRC is not currently supported by county levy dollars. We have sufficient funds within our contract with the State to fund this position. I am hope that by the time of the Human Services Board meeting we will be able to present you with the final version of this resolution with the fiscal impact included.

RESOLUTION NO. 17-37

**Create One Part-Time Position of *Community Education Coordinator***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective September 1, 2017:

One new, 20 hours per week, part-time, benefited (prorated) position of *Community Education Coordinator*; and,

**WHEREAS**, a job description for the proposed position of *Community Education Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, there are funds in the 2017 Budget of the Human Services and Health Department to fund the proposed position of *Community Education Coordinator* during the period of time commencing on September 1, 2017, and ending on December 31, 2017, both inclusive, as reflected on Exhibit "B", attached hereto and incorporated herein by reference;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective September 1, 2017: See line 34 below

**BE IT FINALLY RESOLVED**, that funds in the 2017 Budget of the Human Services and Health Department shall be used to fund the position of *Community Education Coordinator* during the period of time commencing on September 1, 2017, and ending on December 31, 2017, both inclusive.

One new, 20 hours per week, part-time, benefited (prorated) position of *Community Education Coordinator*.

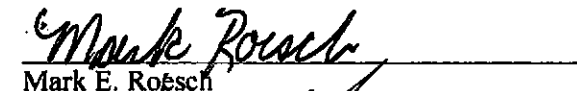
All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Human Services and Health Board:**

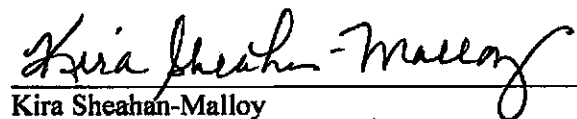
  
Mary J. Bobholz

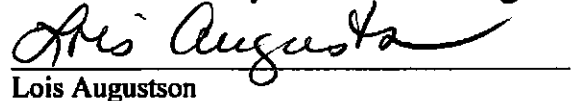
  
Stephanie Justmann

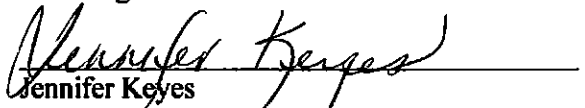
  
Becky Glewen

  
Mark E. Roesch

  
Jeremy Bartsch

  
Kira Sheahan-Malloy

  
Lois Augustson

  
Jennifer Keyes

David Godshall

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2017 Budget? **No**

Fiscal Impact on the adopted 2017 Budget:

**\$32,582 (Revenue)**

**\$32,582 (Expense)**

Fiscal Impact reviewed by the Dodge County Finance Committee on August 8, 2017.



David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create one part-time position of *Community Education Coordinator*.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.98 - \$26.00

<b>JOB TITLE:</b>	Community Education Coordinator	<b>FLSA STATUS:</b>	T BD
<b>DEPARTMENT:</b>	Human Services and Health	<b>REPORTS TO:</b>	ADRC/Aging Services Supervisor
<b>LOCATION:</b>	Henry Dodge Office Building	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information, connections to resources, and education to suit the needs of the community.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to educational requests and inquiries.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
4. Provide meaningful and appropriate educational opportunities for the public.
5. Edit and keep ADRC website and social media accounts up to date to maintain accuracy and proper marketing.
6. Establish and coordinate a "Falls Prevention" Coalition with community buy in.
7. Market ADRC services and provide community education.
8. Provide the community with evidenced based programs such as Stepping On, Powerful Tools for Caregivers, Living Well with Chronic Conditions, etc.
9. Collect and maintain data from educational programs.
10. Establish long lasting relationships in the Community and implement effective marketing for programs and events.
11. Link at-risk individuals with prevention and early intervention services
12. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
13. Perform time reporting per Medicaid and DHS guidelines.
14. Attend training and staff meetings as required.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of community resources and how to access services.  
 Working knowledge of current social and economic problems and how they affect families/individuals.  
 Working knowledge and ability to use social media to market and share ADRC events.  
 Ability to utilize Dodge County's website design company to edit and update the ADRC pages on the website.  
 Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.  
 Ability to organize and plan work effectively.  
 Ability to assist clients in effective person planning and self-advocacy.  
 Ability to work with and communicate effectively with others.  
 Must possess a valid driver's license and have access to an insured and reliable vehicle.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

A Bachelor's of Arts or Science degree, preferably in a health or human services related field or community education, and at least one (1) year of experience working with the target populations of the ADRC. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**Date: 7/31/17**

**For Finance Department use only**

Doc# \_\_\_\_\_

Batch# \_\_\_\_\_

GL Date: \_\_\_\_\_

**Use additional ADRC revenue funding to cover position cost for the balance of 2017. This position will be included in 2018's budget.**

[illegible]

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RESOLUTION NO. 17-38

**Sheriff's Office  
2017 Dodge County Budget Amendment**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Board of Supervisors adopted the 2017 Dodge County Budget on November 15, 2016; and,

**WHEREAS**, due to unforeseen circumstances and events that have occurred since the adoption of the 2017 Dodge County Budget, it is necessary to amend the amounts of some of the appropriations therein; and,

**WHEREAS**, in 2017, the Dodge County Sheriff's Office was awarded a grant from the United States Department of Justice, Office of Justice Assistance to cover the cost of the body worn cameras and associated hardware and software; and,

**WHEREAS**, the Dodge County Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors amend the 2017 Dodge County Sheriff's Office Budget to account for the grant received and the purchase of body worn cameras as follows:

The grant award in the amount of \$79,500 as revenue for the Body Worn Camera Grant, Business Unit 2021.4207, and \$79,500 as expenditures for Computer Equipment, Business Unit 2021.5818;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby approves the budget amendment with adjustments to revenues and expenditures in the 2017 Sheriff's Office Budget as reflected on Exhibit "A", attached hereto and incorporated herein; and,


**BE IT FINALLY RESOLVED**, that the Dodge County Finance Director is hereby authorized and directed to appropriate revenues and expenditures in the 2017 Dodge County Budget, as reflected on Exhibit "A".

All of which is respectfully submitted this 15<sup>th</sup> day of August, 2017.

**Dodge County Judicial and Public Protection Committee:**

  
Mary Ann Miller

  
Larry Bischoff

  
Thomas Nickel

  
Dan Hilbert

  
Larry Schraufnagel

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2017 Budget? **No.**

Fiscal Impact on the adopted 2017 Budget:

**\$79,500 (Revenue)**

**\$79,500 (Expenditures)**

Fiscal Impact reviewed by the Dodge County Finance Committee on August 8, 2017.



David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Two-thirds (2/3) of members elect.

**Resolution Summary:** Resolution amending the 2017 Dodge County Budget (Sheriff's Office) due to \$79,500 grant received to be used for the purchase of body worn cameras.





**Dodge County, Wisconsin**  
**Finance Department**  
**Unbudgeted/Excess Revenue Appropriation**  
**Revenue and Expenditure Adjustment Form**  
 Effective January 1st, 2016

Date: July 13, 2017

Department: Sheriff

For Finance Department use only

Doc# \_\_\_\_\_

Batch# \_\_\_\_\_

GL Date: \_\_\_\_\_

**Description of Adjustment:**

In 2017 the Sheriff's Office was awarded a grant from the Department of Justice, Bureau of Justice Assistance in amount of \$79,500.00 for cost of body worn cameras and associated hardware and software. This grant was written and approved after the 2017 Sheriff's Office budget was approved. Therefore the Sheriff's Office requests the approvals necessary to apply this un-budgeted revenue (\$79,500.00) to matching expenses in BU2021.5818 and within the Sheriff's Office 2017 approved budget.

<b>Budget Adjustment</b>
--------------------------

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2021	4207	203	Body Worn Camera Grant	\$79,500
2021	5818		Computer Equipment	\$79,500

Note the total Budget Adjustment must balance

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Committee of Jurisdiction Chairman  
Signature \_\_\_\_\_ Date: \_\_\_\_\_Finance Committee Chairman  
Signature \_\_\_\_\_ Date: \_\_\_\_\_



# **DODGE COUNTY SHERIFF'S OFFICE**

**Dale J Schmidt Sheriff   Scott Smith Chief Deputy**

**July 18, 2017**

## **Memorandum**

**TO:     Honorable Members of the Judicial Public Protection Committee and Dodge County Board of Supervisors**

**From:   Sheriff Dale J. Schmidt**

**RE: Abolish Recreational Patrol Officer / Create Deputy Sheriff – Patrol Position**

**This Resolution proposes to abolish the current sworn Recreational Patrol Officer position and create one Deputy Sheriff – Patrol position. These positions have identical pay grade, benefits and hours scheduled annually. One employee is affected; no change to pay, benefits or annual hours worked (a 37.5 hours per week schedule).**

**The Dodge County Sheriff's Recreational Patrol program will continue to exist. However the Sheriff's Office Patrol Division will be facing an extreme staffing challenge in the next two years. A significant number of personnel, in Patrol, Criminal Investigations, and Civil Process/Transport will be eligible for retirement. Competition for qualified and motivated candidates, amongst law enforcement agencies nationwide, is very high. Therefore the Sheriff's Office must exercise any and all opportunities to maintain flexibility in work assignments within its ranks.**

**The Sheriff's Office will continue to assign qualified sworn personnel to recreation patrol duties to include boat, ATV and snowmobile patrol. However those assignments may not supercede other patrol related responsibilities as outlined in the Deputy Sheriff – Patrol job description. This will also provide flexibility within the patrol division. The goal is to accomplish more community oriented policing strategies a during recreational patrol down times, other important tasks such as forming relationships with rural schools and other community based programs. The current Deputy Sheriff – Patrol job description best fits Sheriff's Office management needs in assigning duties based upon law enforcement goals and priorities.**

RESOLUTION NO. 17-39

**Resolution to Abolish the Position of *Recreational Patrol Officer*  
And Create the Position of *Deputy Sheriff – Patrol***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs at the Dodge County Sheriff's Office; and,

**WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors abolish the following position in the Sheriff's Office, effective October 1, 2017:

One funded, full-time, benefited position of *Recreational Patrol Officer*; and,

**WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection Committee also recommends that the Dodge County Board of Supervisors create the following position in the Sheriff's Office, effective October 1, 2017:

One new, full-time, benefited position of *Deputy Sheriff – Patrol*; and,

**WHEREAS**, a job description for the position of *Recreational Patrol Officer* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Deputy Sheriff – Patrol* has been marked for identification as Exhibit "B" and has been attached hereto; and,

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following position in the Sheriff's Office, effective October 1, 2017:

One funded, full-time, benefited position of *Recreational Patrol Officer*; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Sheriff's Office, effective October 1, 2017:

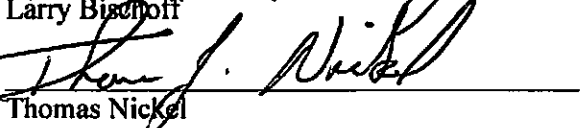
One new, full-time, benefited position of *Deputy Sheriff – Patrol*.

All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Judicial and Public Protection Committee:**

  
Mary Ann Miller

  
Larry Bischoff

  
Thomas Nickel

  
Dan Hilbert

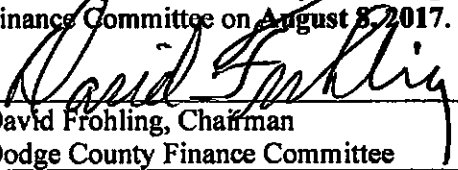
  
Larry Schraufnager

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2017 Budget? **Yes.**

Fiscal Impact on the adopted 2017 Budget: **\$0.00**

Fiscal Impact reviewed by the Dodge County Finance Committee on August 8, 2017.

  
David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to abolish one position of *Recreational Patrol Officer* and create one position of *Deputy Sheriff – Patrol*.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$28.26-\$31.25

<b>JOB TITLE:</b>	Recreational Patrol Officer	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REPORTS TO:</b>	Patrol Sergeant
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	3/20/07
<b>LABOR GRADE:</b>	Sworn – Four (4)	<b>REVISED:</b>	5/28/15

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Patrol Captain, patrols Dodge County parks, trails, bodies of water, and communicates with headquarters, fellow officers, field supervisors and other agencies by police radio.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Operates the Water Safety Patrol for the Sheriff's Department, including actual water patrol, schedule development, court work, preparation of daily, monthly and annual documents for audit, conducting boating safety classes for the public.
2. Operates the Snowmobile Safety Patrol for the Sheriff's Department, including actual trail patrol, schedule development, court work, and preparation of daily, monthly and annual documents for audit and conducting safety classes for the public.
3. Operates the ATV Safety Patrol for the Sheriff's Department, including actual trail patrol, schedule development, court work, preparation of daily, monthly and annual documents for audit, and conducting ATV safety classes for the public.
4. Assists the Patrol Division as required by the Patrol Captain.
5. Patrols assigned areas of the County parks to discover and prevent the commission of crimes and enforces County Ordinances and State Laws.
6. Investigates boating, ATV, snowmobile, automobile accidents, assists local fire departments, answers calls and complaints. Handles all calls with tact, diplomacy and the amount of force necessary.
7. Directs traffic at specials events and performs escort duties as directed.
8. Issues citations, makes arrests, and answers citizen complaints.
9. Appears as a witness in Court.
10. Renders first aid and CPR, operates intoxilyzer, and may provide emergency transportation of medical supplies.
11. Maintains records and prepares reports that are accurate and timely.
12. Operates within established policy/guideline procedures.
13. Attends Police Equipment training (driving, shooting etc.)
14. Presents formal and informal public appearances to responsibly inform public about various aspects of law enforcement on local and state levels and to portray professional and competent department image.
15. Attends specialized training pertinent to responsibilities.
16. Complete law enforcement teaching certification.
17. Makes minor repairs and cleans equipment.
17. Stays current on legal updates on laws and procedures.
18. Provide assignment related training to other department members as directed.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Proficient skill as traffic accident investigator, traffic law enforcer, criminal and incident investigator, and report writer.

Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.

Must possess above average knowledge of water safety.

Above average knowledge of laws and ordinances pertaining to ATV, snow mobile and boat use.

Ability to investigate boating, ATV and snowmobile accidents and complaints.

Ability to communicate effectively.

Ability to function effectively and prioritize functions under stressful conditions.

Ability to explain and enforce federal, state, and county laws clearly and courteously.

Must be able to respond to emergencies in all weather conditions.

Must meet requirements of Civil Service Commission.

Must meet requirements of Dodge County Driver Qualification Policy.

Must acquire and maintain valid boating, ATV and snowmobile safety certification from the State of Wisconsin.

It is recommended to become CPR Lifeguard Certified within 12 months of accepting this position.

Must have the ability to swim at an acceptable level.

**EDUCATION AND EXPERIENCE**

Must be 21 years of age, law enforcement certified by State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board. Must pass written, oral and physical examinations as required by the Commission. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

**WORKING CONDITIONS**

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Occasional improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide

reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$28.26 - \$31.25**

<b>JOB TITLE:</b>	Deputy Sheriff - Patrol	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff's Office	<b>REPORTS TO:</b>	Patrol Captain
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	9/30/02
<b>LABOR GRADE:</b>	Sworn - Four (4)	<b>REVISED:</b>	10/25/11, 03/03/16

## OVERALL PURPOSE/SUMMARY

Under the general direction of Patrol Captain with general responsibilities of traffic enforcement, investigation of criminal activity, responding to calls for service as requested by the public, and maintaining peace and public order.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Protects the motoring public by conducting traffic enforcement fairly, consistently and courteously to deter traffic violations and prevent traffic crashes.
2. Responds to all requests for assistance from public as necessary.
3. Determines where high crash volume locations exist and take appropriate action to reduce crashes.
4. Determines if violations of law or ordinance have occurred and take appropriate law enforcement action if necessary.
5. Manages and investigates crash scenes and properly documents all evidence and information obtained
6. Records for permanent record clear, complete, correct, and concise reports of daily assignments and investigations.
7. Brings cases before the courts and testifies as required in court in the pursuit of justice.
8. Detects/deters crime within assigned area by use of modern police patrol practices.
9. Keeps or restores peace and public order while preventing injury, death, or damage to property.
10. Acts pursuant to law to safely transfers prisoners to jail or between various local, county, state, or federal facilities.
11. Provides traffic control, security measures, or other functions at special events as required.
12. Makes public appearances to the public about various aspects of law enforcement.
13. Attends training as required.
14. May work as Undercover Investigator to detect and record information and collect evidence of narcotic, drug, and other criminal violations.
15. Serves Civil Process papers as required.
16. Maintains a professional attitude and appearance.
17. Understands and follows the mission and vision statement of the sheriff's office.
18. Regular attendance and punctuality required.
19. Performs other related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Proficient skill in traffic enforcement and crash investigation, criminal and non-criminal investigation, and report writing.

Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.

Ability to communicate effectively.

Ability to function effectively and prioritize functions under stressful conditions.

Ability to explain and enforce federal, state, and county laws clearly and courteously.

Must meet requirements of Civil Service Commission.

Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Must be 21 years of age, law enforcement certifiable by the State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board OR must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Must pass written, oral and physical examinations as required by the Dodge County Civil Service Commission. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

### WORKING CONDITIONS

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Frequent improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**

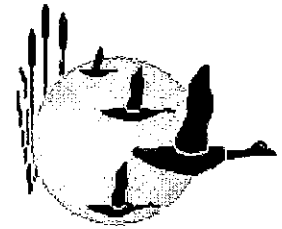
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY VETERANS SERVICE OFFICE**

127 East Oak Street, Juneau, Wisconsin 53039-1329, Telephone 920-386-3798



**TO:** Dodge County Board of Supervisors  
**FROM:** Andy Miller, County Veterans Service Officer  
**DATE:** July 24, 2017  
**SUBJECT:** Staffing needs of Veterans Service Department

Upon studying and analyzing the best practices across the state with Dodge County, it would be advisable to add an additional full-time Veterans Benefit Specialist. The current statewide staffing coverage is an average of 1 FTE CVSO or staff member per 1,949 veterans within the county. Dodge County has 6,979 veterans as of October 1, 2016 based upon the U.S. Department of Veteran Affairs' annual report. With our current staffing of 1.5 FTE we have a coverage of 1 FTE per 4,562 veterans.

There are currently only 4 counties in the state who have a ratio of fewer staff members per veteran population. Those are Milwaukee, Racine, Waukesha, and Dane counties. While there are several counties with small populations that help to drive down the average to the 1,949 number, please refer to the table below to see the counties with comparable populations and how Dodge County's staffing compares to them.

County	Total Population	Veteran Population	Staffing	Veterans per FTE
Fond du Lac	102,144	7,958	2.5	3,183
Ozaukee	88,314	5,981	2	2,990
Dodge	88,068	6,979	1.5	4,652
St. Croix	88,029	6,102	2.5	2,440
Jefferson	84,625	6,162	2	3,081

Increasing staffing to having two full-time personnel would bring us to 3,490 per FTE which is much closer to similar counties. Currently, if the CVSO performs more than one outreach event per month, then there are more claims than can be managed along with normal contacts and walk-ins.

On average, the Veterans Service Department submits five new claims from each outreach event. The average award for new claims is around \$1,090/month of compensation or pension paid directly to the veteran. While our veteran population is slowly decreasing, the amount of money coming into the county has increased some amount every year for the last 10. Based upon the USDVA's expenditure reports, direct C & P payments went from \$13,210,000 in FY14 to \$13,224,000 in FY15 to \$14,711,000 in FY16. We can increase this even more through additional outreach, but will need additional staffing to do so.

During the last two years the Veterans Service Department has proven that it can operate on a minimal budget by reducing the overall budget each of the last two years. We are doing the veterans of the county a disservice by not ensuring that we can make contact with everyone possible and get them connected to benefits that they have already earned.

Any questions regarding this request can be submitted to Andy Miller at 920-386-3798 or [amiller@co.dodge.wi.us](mailto:amiller@co.dodge.wi.us).



RESOLUTION NO. 17-40

**Create One Position of *Veteran Benefits Specialist***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Finance Committee has studied and analyzed staffing needs at the Dodge County Veterans Service Department; and,

**WHEREAS**, as a result of these studies and analyses, the Finance Committee recommends that the Dodge County Board of Supervisors create the following position in the Veterans Service Department to better meet the Veterans Service Department needs and to better service the veteran population of Dodge County, effective February 1, 2018:

One new, full-time, benefitted position of *Veteran Benefits Specialist*; and,

**WHEREAS**, a job description for the proposed position of *Veteran Benefits Specialist* has been marked for identification as Exhibit "A", has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2017 Veterans Service Department Budget; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Veteran Benefits Specialist* during calendar year 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Veterans Service Department, effective February 1, 2018:

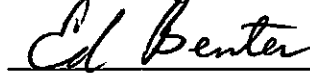
One new, full-time, benefitted position of *Veteran Benefits Specialist*.

All of which is respectfully submitted this 15<sup>th</sup> day of August, 2017.

The Dodge County Finance Committee:



David Frohling



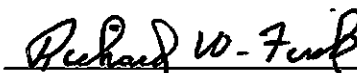
Ed Benter



David Guckenberger



Thomas J. Schaefer



Richard W. Fink

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create one new, full-time, benefitted position of *Veteran Benefits Specialist*.

**DODGE COUNTY JOB DESCRIPTION****Wage Range: \$18.96 - \$26.00**

<b>JOB TITLE:</b>	Veterans Benefit Specialist	<b>FLSA STATUS:</b> Non-Exempt
<b>DEPARTMENT:</b>	Veterans Services	<b>REPORTS TO:</b> CVSO
<b>LOCATION:</b>	Administration Building	<b>DATE:</b> DRAFT
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the Veterans Service Officer provides claims representation services to military veterans and their dependents for a wide array of state and federal benefits. Provides direct client assistance to include advocacy, interviewing, advising, and referrals to local and non-profit agencies.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Advises veterans on the procedures for obtaining benefits, explains regulations, policies, determinations and forms processing procedures for federal, state, and county benefits.
2. Upon gaining accreditation from the United States Department of Veterans Affairs, is directly responsible for representing the interests of veterans with respect to state and federal veterans' benefits claims.
3. Interviews veterans regarding claimed services to determine other needs which could be met using state or federal programs.
4. Interview, assess, counsel, and make independent decisions regarding appropriate grant/loan program to fit veteran needs.
5. Assists clients with sensitive issues: mental illness, alcohol and other drug abuse, PTSD, financial distress and bereavement.
6. Serves as liaison between veteran and various government agencies and local resources.
7. Secures, prepares, coordinates, and verifies all necessary documentation for Federal/State benefits programs.
8. Maintains client records, claim activity, and upload records to VetraSpec database.
9. Processes WDVA veterans grant applications on-line.
10. Maintains files and ensures integrity of documents and records submitted by veterans and other agencies.
11. Establishes necessary eligibility documentation for veterans who were not residents of Wisconsin at time of service entry.
12. Responsible for submitting verified, unaltered, original discharge documents for proper recording.
13. Explains programs in which veterans may establish entitlement and enroll in upon eligibility determination.
14. Develops and explains educational and retraining options. Identify rehabilitative support and financial assistance sources. Process Vocational Rehabilitation application benefits.
15. Assists in maintaining the Dodge County Veterans Services webpages and Facebook page.
16. Attends training programs to maintain accreditation regarding benefit programs and veteran law.
17. Assumes many of the responsibilities and decision-making duties of the office in the absence of the Veterans Service Officer.
18. Attends meetings on behalf of the VSO and performs additional related duties as may be required or assigned.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of County, State, and Federal veteran's benefit programs, procedures, and regulations.  
 Knowledge of modern office methods and practices to include use of Microsoft Office Suites.  
 Knowledge of business English, grammar, and spelling.  
 Knowledge of record keeping required in maintaining department records.  
 Ability to interview and assess veterans and their dependents to determine benefit eligibility.  
 Ability to answer inquiries and complaints with tact and courtesy in a clear and concise manner.  
 Ability to update and maintain website and social media presence.  
 Ability to work with a variety of people of all ages to include those with physical/mental challenges etc.  
 Ability to maintain confidentiality, while maintaining accurate and complete records.  
 Ability to understand and effectively carry out instructions.  
 Ability to exercise independent judgment and work under minimal supervision.  
 Ability to work under pressure and meet deadlines.  
 Must meet requirements of the Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Associates degree, with prior experience dealing with adult clients in need of social, medical, housing, transportation, and other services. Equivalent education and experience which will provide equivalent knowledge, skills, and abilities may be considered. Preference given to a Veteran as defined by Wisconsin State Statute 45.01(12)(a) to (d) and at least one of the conditions list in 45.02(2).

**WORKING CONDITIONS**

Office working environment. Occasional work under distractions (10% of the time).

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current

employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

1 RESOLUTION NO. 17-41

2  
3 **Resolution to Purchase Computer Hardware and**  
4 **Support Services from Sirius Computer Solutions**  
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,  
8

9 **WHEREAS**, the Dodge County Information Technology Committee (Committee) has determined  
10 that it is necessary to purchase computer hardware and support services, for the purposes of supporting  
11 storage of Dodge County system information; and,  
12

13 **WHEREAS**, the Information Technology Committee has received a proposal from Sirius  
14 Computer Solutions, 10100 Reunion Place, Suite 500, San Antonio, Texas (Sirius), for the purchase of  
15 computer hardware and support services for storage, at a purchase price of \$90,966; and,  
16

17 **WHEREAS**, a copy of the proposal documents are on file in the Office of the Dodge County  
18 Clerk and may be viewed during normal business hours; and,  
19

20 **WHEREAS**, there are funds in the 2017 Budget of the Information Technology Department in  
21 the amount of \$65,966 which were appropriate to be expended for the purchase of computer hardware and  
22 support services for the storage of Dodge County computer system information; and,  
23

24 **WHEREAS**, there are funds in the 2017 Budget of the Dodge County Sheriff's Office in the  
25 amount of \$25,000 which were appropriated to be expended for the purchase of computer hardware and  
26 support services for the storage of body camera footage; and,  
27

28 **WHEREAS**, the following Business Units and Accounts for Budget Year 2017 have the funds  
29 appropriated to cover the expenditures:  
30

- 31 1. \$45,966 from Business Unit 1811, Desktop and Network Infrastructure, Account No. .5818,  
32 Computer Equipment;  
33
- 34 2. \$20,000 from Business Unit 1814, Enterprise Systems, Account No. .5818, Computer  
35 Equipment; and,  
36
- 37 3. \$25,000 from Business Unit 2021, Desktop and Network Infrastructure, Account No. .5818,  
38 Computer Equipment; and,  
39

40 **WHEREAS**, the Committee recommends that the Dodge County Board of Supervisors:  
41


- 42 1. Approve and accept the written proposal from Sirius in the amount of \$90,966; and,  
43
- 44 2. Authorize and direct the Information Technology Committee to purchase computer hardware  
45 and support services for storage, from Sirius, at a purchase price of \$90,966;  
46

47 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors  
48 hereby approves and accepts the written proposal from Sirius, in the amount of \$90,966 and authorizes  
49 and directs the Dodge County Information Technology Director to purchase computer hardware and  
50 support services for storage from Sirius; and,  
51

1        **BE IT FINALLY RESOLVED**, that upon properly presented invoices in a total amount not to  
2 exceed \$90,966, the Dodge County Information Technology Director is authorized to make payment of  
3 such invoices, as appropriate, from the Business Units and Accounts for Budget Year 2017 referenced  
4 herein.

All of which is respectfully submitted this 15th day of August, 2017.

**Dodge County Information Technology Committee:**

  
Donna Maly

  
Jeffry Duchac

  
Jeremy Baitsch

  
Mary J. Bobholz

  
Janice K. Bobholz

**FISCAL NOTE:**

Is the referenced expenditure included in the  
adopted 2017 Budget? **YES.**

Fiscal Impact on the adopted 2017 Budget: **\$0.00**

Fiscal Impact reviewed by the Dodge County  
Finance Committee on August 8, 2017.

  
David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Majority of Members present.

**Resolution Summary:** A resolution to purchase computer hardware and support services from Sirius Computer Solutions.

**RESOLUTION NO. 17-42**

**TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN**

Members:

WHEREAS, Dodge County, a body corporate, under the laws of the State of Wisconsin, has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Beaver Dam has adopted a Town Zoning Ordinance for said town, the power to adopt a town zoning ordinance having been granted by a referendum vote of the electors of the Town of Beaver Dam at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes, adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Beaver Dam was held by the Plan Commission of the Town of Beaver Dam on June 26, 2017 and the proposed amendment to the Zoning Ordinance of the Town of Beaver Dam having been adopted by the Town Board of the Town of Beaver Dam on July 11, 2017,

**THEREFORE BE IT RESOLVED:**

That the amendment to the Town Zoning Ordinance of the Town of Beaver Dam attached to and made a part of this resolution be and hereby is approved by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 12<sup>th</sup> day of July, 2017.

  
County Board Supervisor

**REPORT to Res. 17-42**


**TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS**

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of David and Lois Apple Trust requesting amendment of the Zoning Ordinance, Town of Beaver Dam, Dodge County, Wisconsin, to rezone approximately 22.861 acres of land from the A-2 General Agricultural Zoning District to the I-1 Industrial Zoning District and approximately 51.824-acres of land from the A-2 General Agricultural Zoning District to the C-1 Commercial Zoning District in part of Section 7, T11N, R14E, Town of Beaver Dam for the purpose of future commercial and industrial development of this land and recommend approval of the resolution submitted by the Town of Beaver Dam for this rezoning petition.


The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is substantially consistent with both the Town's and the County's Comprehensive Plan as the site is designated for a mixture of industrial and commercial development.

Respectfully submitted this 15th day of August, 2017

  
Tom Schaefer

  
Allen Behl

  
William Muehe

  
Joseph Marsik

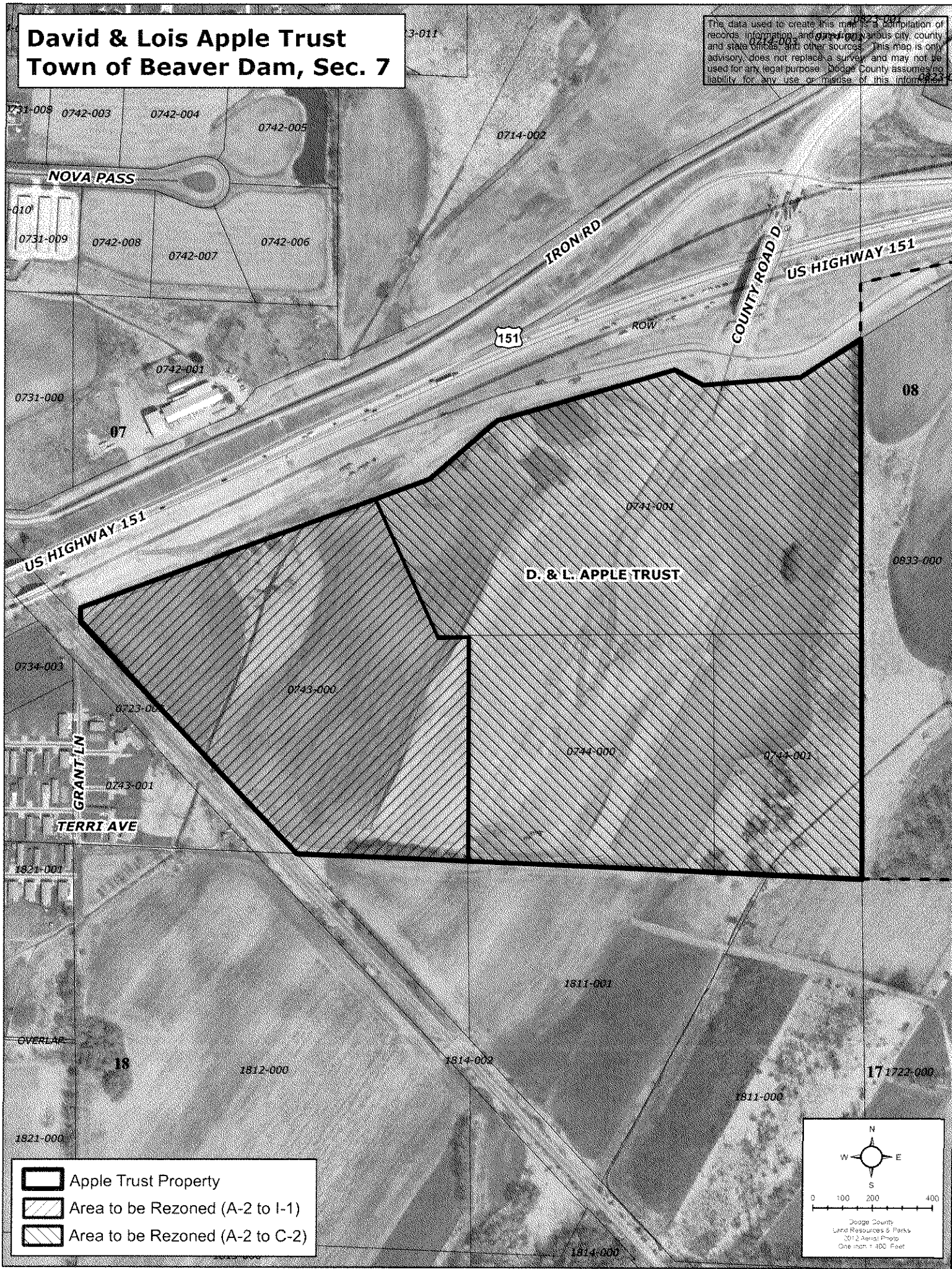
\_\_\_\_\_  
Janice Bobholz




Planning, Development and Parks  
Committee

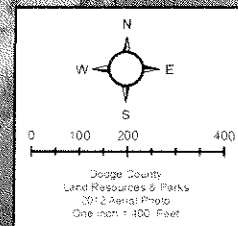


# David & Lois Apple Trust Town of Beaver Dam, Sec. 7

The data used to create this map is a compilation of records, information, and data from various city, county, and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



-  Apple Trust Property
-  Area to be Rezoned (A-2 to I-1)
-  Area to be Rezoned (A-2 to C-2)





REPORT 1


TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of the Dodge County Planning, Development and Parks Committee requesting amendment of certain sections of the Land Use Code, Dodge County, Wisconsin as described in "Exhibit A", and recommend approval of the ordinance as proposed.

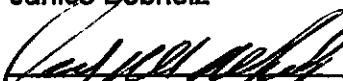
The Committee has considered the proposal in accord with Section 2.3.3.1 of the Dodge County Land Use Code and finds that the proposed amendments to the Land Use Code are necessary in order to bring the sign provisions of the Code into compliance with the recent U.S. Supreme Court decisions involving sign regulations. The Committee has found that the proposed Land Use Code amendments as proposed meet the challenge of changing conditions, they are consistent with the Dodge County Comprehensive Plan and the stated purposes of the Code, they will protect the health, safety and general welfare of the general public, and they will not result in significant adverse impacts on the natural environment. Furthermore, the Committee has found that the criteria listed in Section 2.3.3.1 of the Dodge County Land Use Code can be met for these amendments.


Respectfully submitted this 15th day of August, 2017

  
Tom Schaefer

  
Allen Behl

  
Janice Bobholz

  
Joseph Marsik

  
William Muehe

Planning, Development and Parks  
Committee

Ordinance No. 975

**An Ordinance amending the Land Use Code, Dodge County, Wisconsin.**

**Whereas the subject matter of this Ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.**

**Whereas the Dodge County Planning, Development and Parks Committee has reviewed the proposed amendments to the Dodge County Land Use Code and has considered the facts presented at the public hearing relating to the subject matter of this Ordinance for compliance with the criteria listed in Section 2.3.3.1 of the Dodge County Land Use Code.**

**Whereas the Dodge County Planning, Development and Parks Committee has found that the proposed code amendments are necessary in order to bring the sign provisions of the Code into compliance with the recent U.S. Supreme Court decisions involving sign regulations and the Committee has found that the amendments meet the challenge of changing conditions, the amendments are consistent with the Dodge County Comprehensive Plan and the stated purposes of the code and the amendments will not result in significant adverse impacts on the natural environment.**

**Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.3.1 of the Dodge County Land Use Code can be met for this code amendment that is the subject matter of this Ordinance and has further found that said amendment will protect the health, safety, and general welfare of the general public.**

**The County Board of Supervisors of the County of Dodge do ordain as follows:**

**Section 1. Be it resolved that the amendment to the Land Use Code, Dodge County Wisconsin as represented by "Exhibit A" attached to and made a part of this Ordinance be and hereby is approved and adopted, by the Board of Supervisors of Dodge County, Wisconsin.**

**Section 2. This Ordinance shall be effective upon passage and publication.**

**Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.**

**Adopted and approved this 15th day of August, 2017.**

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**Russell Kottke**  
**Chairman**

---

**Karen J. Gibson**  
**County Clerk**

**PETITION TO AMEND THE LAND USE CODE OF DODGE COUNTY, WISCONSIN**

We, the Dodge County Planning, Development and Parks Committee, petition to amend the Land Use Code, Dodge County Wisconsin as shown in "Exhibit A"

The intent of the petition is to bring the sign provisions of the Dodge County Land Use Code into compliance with the recent US Supreme Court decision involving signs.

Respectfully submitted this 1<sup>st</sup> day of May, 2017.

Tom Schaefer  
Tom Schaefer

Allen Behl  
Allen Behl

\_\_\_\_\_  
Janice Bobholz

Joseph Marsik  
Joseph Marsik

William Muche  
William Muche

Planning, Development and Parks Committee

## **Exhibit A**

### **Proposed changes:**

**Additions in text are indicated by underline; deletions by ~~single strikethrough~~**

#### **1. Amend Section 1.4.4B as follows:**

**1.4.4.B** A Land Use Permit shall not be required for the temporary signs specifically listed in Section 8.9.2 and 8.9.3, these signs listed in Section 8.9.2 through 8.9.2.A.5, provided the signs comply with the specific regulations for signs listed these sections and the signs are in compliance with the development standards listed in Section 8.9.3 of this Code.

#### **2. Amend Section 8.9 as follows:**

##### **8.9.1 General**

###### **8.9.1.A Permit Required**

No signs shall be located, erected, moved, reconstructed extended, enlarged, converted, or structurally altered without obtaining a County Land Use Permit pursuant to the procedures set forth in Section 2.3.5, unless otherwise expressly exempted or excluded by a provision of this Code. All signs shall be constructed and located in full compliance with the sign provisions of this section and all other applicable County, State and Federal Regulations. ~~except these signs allowed without permits under Section 8.9.2(A).~~

**8.9.1.A.1** Signs and sign structures located within a structure or building and that cannot be seen from a public roadway are not subject to the sign provisions listed in this section.

**8.9.1.A.2** Window signs that are located within a structure or building so that the message is intended to be visible to the exterior environment shall meet the applicable provisions of this Code.

###### **8.9.1.B Existing Signs**

Signs lawfully existing at the time of the adoption or amendment of this Code may be continued although the use, size, or location does not conform to the provisions of this section. However, such signs shall be deemed nonconforming and the provisions of Chapter 10 shall apply.

###### **8.9.1.C Purpose**

The sign regulations are intended to balance the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication and advertising. The regulations for signs have the following specific objectives:

**8.9.1.C.1** To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare;

**8.9.1.C.2** To allow and promote positive conditions for sign communication;

**8.9.1.C.3** To reflect and support the desired ambience and development patterns of the various zoning districts and promote an attractive environment;

**8.9.1.C.4** To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway;

**8.9.1.C.5** To ensure that the constitutionally guaranteed right of free expression and speech are protected.

**8.9.2 Signs Allowed Without A Land Use Permit**

The following signs are allowed within all zoning districts without a County land use permit. All signs shall comply with the development standards of Section 8.9.4 of the Code unless otherwise specifically stated by a provision of this Code.

**8.9.2.A Official Public Signs**, erected by the federal, state, county or local municipalities, such as traffic control, parking restrictions, information and public or court notices. Said Official Signs shall comply with the following provisions:

**8.9.2.A.1** Official public signs may be allowed within the road right-of-way at the discretion of the municipality having authority over the road right-of-way;

**8.9.2.A.2** The gross area, location and height of said official public signs shall be at the discretion of the municipality having jurisdiction authority over the road right-of-way;

**8.9.2.A.3** If said official public sign is located outside of the road right-of-way, said sign shall comply with the individual sign requirements as established within this code.

**8.9.2.B** The temporary signs and banners listed in Subsection 8.9.3 shall be allowed without a Land Use Permit and are not counted in the total square footage of permanent signage allowed on any particular lot. Temporary signs that do not meet the standards listed in subsection 8.9.3 are subject to the standards and permit requirements for permanent signs.

**8.9.2 Allowed Signs**

Table 8.9-1 below sets forth the type of signs that are allowed within the relevant zoning districts. An "A" in a cell indicates that this type of sign is allowed by-right in the respective zoning district. Allowed signs are subject to all other applicable regulations of this Code, including the development standards for signs listed in Section 8.9.3.

(Table 8.9-1)

Uses	Zoning Districts										Description	Reference
	R-1	R-2	R-3	C-1	C-2	I-1	I-2	A-1	A-2	WL		
Signs												8.9
Type (1)	A	A	A	A	A	A	A	A	A			8.9.2.A.1
Type (2)								A	A			8.9.2.A.2
Type (3)	A	A	A	A	A	A	A	A	A			8.9.2.A.3
Type (4)	A	A	A	A	A	A	A	A	A			8.9.2.A.4
Type (5)	A	A	A	A	A	A	A	A	A			8.9.2.A.5
Type (6)				A	A	A	A	A	A			8.9.2.B.1
Type (7)	A	A	A	A	A	A	A	A	A			8.9.2.B.2
Type (8)				A	A	A	A					8.9.2.B.3
Type (9)				A	A	A	A					8.9.2.B.4
Type (10)				A	A	A	A					8.9.2.B.5
Type (11)				A	A	A	A	A	A			8.9.2.B.6

#### **~~8.9.2.A Signs Allowed without a Land Use Permit~~**

~~The following signs are allowed within the relevant zoning districts as shown in Table 8.9.1 without a County land use permit, subject to the specific regulations listed in this section and within the Development Standards for signs listed in Section 8.9.3 of this code.~~

##### **~~8.9.2.A.1 Type 1: On-premise or Off-premise Official Signs~~**, erected by the federal, state, county or local municipalities, such as traffic control, parking restrictions, information and public or court notices.

~~The sign may be allowed within the road right-of-way at the discretion of the municipality having authority over the road right-of-way;~~

~~The gross area, location and height of said official signs shall be at the discretion of the municipality having jurisdiction authority over the road right-of-way;~~

~~If said sign is located outside of the road right-of-way, said sign shall comply with the individual sign requirements as established within this code.~~

##### **~~8.9.2.A.2 Type 2: On-premise Agricultural Signs~~** pertaining to the sale of agricultural products on a farm or to membership in agricultural or agricultural-related organizations.

~~The gross area of such sign shall not exceed 32 square feet;~~

~~The sign shall be located a minimum of 2 feet behind any public road right-of-way;~~

~~The sign shall not exceed 10 feet in height;~~

~~Limit of one such sign per lot;~~

~~The sign shall meet the minimum side and rear yard setback requirements of the code.~~

##### **~~8.9.2.A.3 Type 3: On-premise or Off-premise Temporary Signs~~**.

~~The gross area of such sign shall not exceed 24 square feet;~~

~~The sign shall be located a minimum of 2 feet behind any public road right-of-way;~~

~~The sign shall not exceed 10 feet in height;~~

~~Limit of two such signs per lot;~~

~~The maximum length of time allowed for display of a temporary sign which is used to advertise, illustrate, display or promote an individual firm, association, corporation, profession, business, commodity, service, activity, event or product and which are visible from any public street or highway shall not exceed ninety days in one calendar year with the following exceptions:~~

~~The maximum length of time allowed for display of a temporary real estate sign meeting the above criteria shall not be limited;~~

~~The maximum length of time for display of a temporary political sign announcing or supporting political candidates or issues in connection with national, state or local elections meeting the above criteria shall not be limited;~~

~~The sign shall meet the minimum side and rear yard setback requirements of the code.~~

##### **~~8.9.2.A.4 Type 4: On-premise Name, Occupation and Warning Signs~~**, including a sign advertising a home occupation or a professional office permitted under this code.

~~The gross area of such sign shall not exceed 4 square feet for a one-sided sign or 8 square feet for a multi-faced sign;~~

~~The sign shall be located a minimum of 2 feet behind any public road right-of-way;~~

~~The sign shall not exceed 10 feet in height;~~

~~Limit of one such sign per lot;~~

~~The sign shall meet the minimum side and rear yard setback requirements of the code.~~

##### **~~8.9.2.A.5 Type 5: On-Premise Bulletin Boards of Public, Charitable or Religious Institutions~~**.

~~The gross area of such sign shall not exceed 24 square feet;~~

~~The sign shall be located a minimum of 2 feet behind any public road right-of-way;~~

~~The sign shall not exceed 10 feet in height;~~

~~Limit of one such sign per lot;~~

~~The sign shall meet the minimum side and rear yard setback requirements of the code.~~

### **8.9.2.B Signs Allowed With a Land Use Permit**

The following signs are allowed within the relevant zoning districts as shown in Table 8.9-1 provided a County Land Use Permit has been obtained in accord with Section 2.3.5 of this code.

**8.9.2.B.1 Type 6: Off-Premise Directional Signs** which contain only the name of the establishment, logo or directional information useful to the traveler in locating the site, such as mileage, route numbers, or exit numbers, providing that:

No more than 2 such signs relating to any one establishment shall be located in the approaching direction along any one highway;

Such sign shall be located within 5 air miles of the subject site;

No 2 directional signs facing the same direction of travel shall be spaced less than one mile apart. However, more than one sign may be placed on the same support provided the total square footage does not exceed the allowable area for the individual sign;

No such sign shall be located within a required vision triangle;

No such sign shall be located within 300 feet of a highway interchange, intersection at grade, rest area or wayside;

No such sign shall exceed 10 feet in height;

No such sign or signs in aggregate if facing the same direction of travel, shall exceed 12 square feet in gross area;

The sign shall be located a minimum of 35 feet from the centerline of the road or 2 feet behind the road right-of-way whichever distance is greater.

The sign shall meet the minimum side and rear yard setback requirements of the code.

**8.9.2.B.2 Type 7: On-Premise Identification Signs** for residential subdivisions, Federal, State, County or Town parks, multi-family dwelling units, manufactured home communities, industrial parks, schools, hospitals, churches, municipal buildings, governmental buildings or properties, and for community identification purposes

The gross area of such sign shall not exceed 32 square feet for a one-sided sign or 64 square feet for a multiple-sided sign;

The sign shall be located a minimum of 35 feet from the centerline or 2 feet behind the road right-of-way whichever distance is greater;

The sign shall not exceed 10 feet in height;

Limit of one such sign for each public roadway entrance leading into the development upon which the property has frontage;

Any sign or sign supports constructed of concrete, mortar or stone shall comply with the minimum setback distances listed in Section 5.1.2.E;

The sign shall meet the minimum side and rear yard setback requirements of the code.

**8.9.2.B.3 Type 8: On-premise Wall Signs** placed against the exterior walls of buildings.

The gross area of such sign shall not exceed 100 square feet;

The sign shall not extend more than 12 inches outside of the building's wall surface;

The sign shall not exceed a height of 20 feet above the mean centerline street grade;

Limit of one such sign for each individual business unit or establishment located on the lot;

The sign shall meet the minimum side and rear yard setback requirements of the code.

**8.9.2.B.4 Type 9: On-premise Projecting Signs** fastened to, suspended from, or supported by buildings.

The gross area of such sign shall not exceed 100 square feet;

The sign shall not extend more than 6 feet from the building's wall surface in any direction;

The sign shall not exceed a height of 20 feet above the mean centerline street grade;

Limit of one such sign for each individual business unit or establishment located on the lot;

The sign shall meet the minimum side and rear yard setback requirements of the code;

The sign shall be located a minimum of 35 feet from the centerline of the road or 2 feet behind the road right-of-way whichever distance is greater;

The sign shall be located a minimum of 10 feet above the ground elevation as measured under all parts of the sign.

#### **~~8.9.2.B.5 Type 10: On-premise or Off-premise Ground Signs.~~**

~~The gross area of such sign shall not exceed 200 square feet;~~

~~The sign shall not exceed a height of 20 feet;~~

~~If the sign is located on an elevated post, the sign shall be located a minimum of 10 feet above the ground elevation as measured under all parts of the sign;~~

~~If the gross area of the sign is less than 12 square feet for a one-sided sign or 24 square feet for a multi-faced sign, the sign may be located 35 feet from the centerline or 2 feet behind the road right-of-way, whichever distance is greater;~~

~~If the gross area of the sign is greater than 12 square feet for a one-sided sign or 24 square feet for a multi-faced sign, the sign shall be located a minimum of 27 feet behind any public road right-of-way;~~

~~Multiple ground signs may be allowed on one lot provided the aggregate gross area of all of the ground signs located on the lot does not exceed 200 square feet;~~

~~The sign shall meet the minimum side and rear yard setback requirements of the code.~~

#### **~~8.9.2.B.6 Type 11: On-premise or Off-premise Temporary Signs with a gross area of 24 to 64 square feet;~~**

~~The gross area of such sign shall not exceed 32 square feet for a one-sided sign or 64 square feet for a multi-faced sign;~~

~~The sign shall not exceed a height of 10 feet;~~

~~The sign shall be located a minimum of 35 feet from the centerline of the road or 2 feet behind any public road right-of-way whichever distance is greater;~~

~~Multiple signs of this type may be allowed on one lot provided the aggregate gross area of all of the temporary signs located on the lot does not exceed a gross area of 64 square feet;~~

~~The sign or banner shall meet all side yard and rear yard setback requirements for the zoning district in which it is located;~~

~~The sign shall meet the minimum side and rear yard setback requirements of the code;~~

~~The maximum length of time allowed for display of a temporary sign which is used to advertise, illustrate, display or promote an individual firm, association, corporation, profession, business, commodity, service, activity, event or product and which are visible from any public street or highway shall not exceed ninety days in one calendar year with the following exceptions:~~

~~The maximum length of time allowed for display of a temporary real estate sign meeting the above criteria shall not be limited;~~

~~The maximum length of time for display of a temporary political sign announcing or supporting political candidates or issues in connection with national, state or local elections meeting the above criteria shall not be limited.~~

#### **8.9.3 Signs Allowed within the Relevant Zoning Districts**

The following signs are allowed within the relevant zoning districts. All signs shall comply with the permit requirements of Section 2.3.5 of this Code and with the development standards of Section 8.9.4 of the Code unless otherwise specifically stated by a provision of this Code.

##### **8.9.3.A R-1 Single Family Residential and R-2 Two Family Residential Zoning Districts**

Permanent signs not to exceed twelve (12) square feet in total sign area per road frontage shall be allowed within the R-1 Single Family Residential and R-2 Two Family Residential Zoning District with a Land Use Permit. Corner lots and lots with frontage on more than one street are entitled to twelve (12) square feet per frontage. This sign allowance covers all permanent signs as defined in this Code that are located within these districts. The sign(s) shall comply with the development standards listed in Subsection 8.9.4 of this Code.

Temporary banners or temporary freestanding signs not to exceed a total of six (6) square feet in size per lot shall be allowed within the R-1 Single Family Residential and R-2 Two Family Residential Zoning District without a Land Use Permit. Such temporary sign(s) or banner(s) shall not exceed eight (8) feet in height if freestanding. The temporary sign(s) shall be located a minimum of 2 feet behind any public road right-of-way. The temporary sign(s) shall meet all side and rear yard requirements of the Code for an accessory structure. Temporary signs may be displayed no longer than ninety (90) days per calendar



year. Temporary freestanding signs or banners that do not meet the regulations of this paragraph, must meet the standards and permit requirements for permanent signs.

Electronic Message Centers: EMC's are prohibited within the R-1 Single Family Residential and R-2 Two Family Residential Zoning District.

Animated signs as defined by this Code are prohibited in the R-1 Single Family and R-2 Two Family Residential Zoning Districts.

Roof Signs as defined by this Code are prohibited in the R-1 Single Family and R-2 Two Family Residential Zoning Districts.

Any sign placed on or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed by the Code is prohibited. Any sign displayed on a parked trailer or truck or other vehicle where the primary purpose of the vehicle, truck, trailer, or other vehicle is to advertise a product, service, business, or other activity is prohibited. This provision shall permit the use of business logos, identification or advertising on vehicles primarily and actively used for business purposes and/or personal transportation.

#### **8.9.3.B R-3 Multi-Family Residential Zoning District**

Permanent signs not to exceed thirty-two (32) square feet in total sign area per road frontage shall be allowed within the R-3 Multi-Family Residential Zoning District with a Land Use Permit. Corner lots and lots with frontage on more than one street are entitled to thirty-two (32) square feet per frontage. This sign allowance covers all permanent signs as defined in this Code that are located within this district. The sign(s) shall comply with the development standards listed in Subsection 8.9.4 of this Code.

One (1) temporary banner or sign not larger than 32 square feet in size shall be allowed within the R-3 Multi-Family Residential Zoning District without a Land Use Permit. Such temporary sign or banner shall not exceed eight (8) feet in height if freestanding. The temporary sign or banner shall be located a minimum of 2 feet behind any public road right-of-way. The temporary sign(s) shall meet all side and rear yard requirements of the Code for an accessory structure. Temporary signs may be displayed no longer than ninety (90) days per calendar year. Temporary freestanding signs that do not meet the regulations of this paragraph, must meet the standards and permit requirements for permanent signs.

Electronic Message Centers: EMC's are prohibited within the R-3 Multi-Family Residential Zoning District.

Animated signs as defined by this Code are prohibited in the R-3 Multi-Family Residential Zoning District.

Roof Signs as defined by this Code are prohibited in the R-3 Multi-Family Residential Zoning District.

Any sign placed on or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed by the Code is prohibited. Any sign displayed on a parked trailer or truck or other vehicle where the primary purpose of the vehicle, truck, trailer, or other vehicle is to advertise a product, service, business, or other activity is prohibited. This provision shall permit the use of business logos, identification or advertising on vehicles primarily and actively used for business purposes and/or personal transportation

#### **8.9.3.C Commercial and Industrial Zoning Districts**

Permanent signs not to exceed two-hundred (200) square feet in total sign area per road frontage shall be allowed within the Commercial and Industrial Zoning Districts with a Land Use Permit. Corner lots and lots with frontage on more than one street are entitled to two-hundred (200) square feet per frontage. This sign allowance covers all permanent signs as defined in this Code that are located within these districts. The sign(s) shall comply with the development standards listed in Subsection 8.9.4 of this Code.

One (1) temporary banner or sign not larger than 32 square feet in size shall be allowed within the Commercial and Industrial Zoning Districts without a Land Use Permit. Such temporary banner or sign shall not exceed eight (8) feet in height if freestanding. The temporary sign or banner shall be located a minimum of 2 feet behind any public road right-of-way. The temporary sign(s) shall meet all side and rear yard requirements of the Code for an accessory structure. Temporary signs may be displayed no longer than ninety (90) days per calendar year. Temporary freestanding signs that do not meet the regulations of this paragraph, must meet the standards and permit requirements for permanent signs.

**Electronic Message Centers:** EMC's are allowed within the Commercial and Industrial Zoning Districts. EMC's shall comply with the standards listed in Section 8.9.4

#### **8.9.3.D A-1 Prime Agricultural or A-2 General Agricultural Zoning District**

Permanent signs not to exceed thirty-two (32) square feet in total sign area per road frontage shall be allowed within the Agricultural Zoning Districts with a Land Use Permit. Corner lots and lots with frontage on more than one street are entitled to thirty-two (32) square feet per frontage. This sign allowance covers all permanent signs as defined in this Code that are located within these districts. The sign(s) shall comply with the development standards listed in Subsection 8.9.4 of this Code.

One (1) temporary banner or sign not larger than 32 square feet in size shall be allowed within the Agricultural Zoning Districts without a Land Use Permit. Such temporary banner or sign shall not exceed eight (8) feet in height if freestanding. The temporary sign or banner shall be located a minimum of 2 feet behind any public road right-of-way. The temporary sign(s) shall meet all side and rear yard requirements of the Code for an accessory structure. Temporary signs may be displayed no longer than ninety (90) days per calendar year. Temporary freestanding signs that do not meet the regulations of this paragraph, must meet the standards and permit requirements for permanent signs.

**Electronic Message Centers:** EMC's are allowed within the Agricultural Zoning Districts. EMC's shall comply with the standards listed in Section 8.9.4

Animated signs as defined by this Code are prohibited in the Agricultural Zoning Districts.

Roof Signs as defined by this Code are prohibited in the Agricultural Zoning Districts.

Any sign placed on or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed by the Code is prohibited. Any sign displayed on a parked trailer or truck or other vehicle where the primary purpose of the vehicle, truck, trailer, or other vehicle is to advertise a product, service, business, or other activity is prohibited. This provision shall permit the use of business logos, identification or advertising on vehicles primarily and actively used for business purposes and/or personal transportation

### **8.9.34 Development Standards For All Signs**

#### **8.9.34.A Traffic**

Signs shall not resemble, imitate, or approximate the shape, size, form or color of railroad or traffic signs, signals, or devices. Signs shall not obstruct or interfere with the effectiveness of railroad or traffic signs, signals, or traffic devices. No signs shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window, or fire escape; no sign, except official traffic control signs, shall be located so as to interfere with the visibility or effectiveness of any official traffic sign or signal, or placed within the vision clearance triangle as defined in Section 5.2.3.G of this code; and no sign shall be attached to a standpipe or interfere with traffic visibility nor be lighted in such a way as to cause glare or impair driver visibility upon public ways.

#### **8.9.-34.B Moving or Flashing Signs**

No sign shall be erected which contains strobe lights, mirrors or which have has any flashing or moving parts except those giving public service information such as time, date, temperature, weather, or similar information.

#### **8.9.-34.C Signs Not In Use**

Signs that advertise or identify an ongoing business, product, location, service, idea or activity conducted ~~shall a business or similar activity must~~ be removed within 60 days of the date said business or similar activity ceases operation or vacates the premises. The removal of the sign shall be the responsibility of the owner of the property on which the sign is located.

#### **3.9.-34.D Signs Placed On Or Painted On A Motor Vehicle Or Trailer**

Any sign placed on or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed by the Code is prohibited. Any sign displayed on a parked trailer or truck or other vehicle where the primary purpose of the vehicle, truck, trailer, or other vehicle is to advertise a product, service, business, or other activity is prohibited. This provision shall permit the use of business logos, identification or advertising on vehicles primarily and actively used for business purposes and/or personal transportation.

#### **3.9.-34.E Sign Emissions**

Signs which emit smoke, visible vapors, particles, sound or odor shall be prohibited. Open flames used to attract public attention to a place of business or to an advertising sign shall be prohibited.

#### **8.9.-34.D F Sign Location**

- (1) No sign permitted under this section shall be located in, on or above a public road right-of-way or navigable body of water, except for Official Public Signs. Any sign or sign supports constructed of concrete, mortar or stone shall comply with the minimum highway and road setback distances listed in Section 5.1.2.E;
- (2) No sign shall be located within a highway or road vision triangle boundary.

#### **8.9.-34.E G Determining gross area for signs.**

~~The gross area of a sign shall be measured by the smallest square, rectangle, triangle, circle or combination thereof which will encompass the entire sign, including the border and trim, but excluding supports. The gross area of a sign includes the area of all sides of a sign on which there is advertising (i.e. a 2 foot X 4 foot one-sided sign has a gross area of 8 square feet; a 2 foot X 4 foot two-sided sign has a gross area of 16 square feet etc.).~~

The gross area of a sign shall be calculated as the area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as fifty (50) percent of the sum of the area of all faces of the sign.

#### **8.9.-34.F H Sign Material**

No sign shall make use of any rock, tree or other natural feature for support or for carrying any message, except that legal "no hunting" or trespassing signs or other private regulatory signs may be attached to a tree.

#### **8.9.4.I Setback and Height Standards**

##### **(1) Freestanding Signs**

The overall height of a freestanding sign or sign structure shall be measured from the lowest point of the ground directly below the sign to the highest point of the freestanding sign or sign structure except where a freestanding sign or sign structure is mounted along a roadway that has a higher grade level as compared to the grade level directly below the freestanding sign or sign structure.

then the freestanding sign or structure's height will be measured from the roadway grade level to the highest point of the freestanding sign or sign structure.

Freestanding sign(s) less than Twelve (12) square feet in area shall be located a minimum of 2 feet behind any public road right-of-way and shall not exceed 10 feet in height. Freestanding sign(s) greater than 12 square feet in area shall be located a minimum of 35 feet behind any public road right-of-way and shall not exceed a height of 20 feet. The sign(s) shall meet all side and rear yard requirements of the Code for an accessory structure.

**(2) Building Signs:**

Building signs include wall or fascia signs, roof signs, canopy or awning signs and signs otherwise permanently applied to walls or other building surfaces.

**(3) Wall Signs:**

Wall signs shall meet the applicable setback and height requirements of the Code for the structure on which it is located.

**(4) Roof Signs:**

The maximum height of any roof sign above the highest architectural point of the building to which it is mounted shall be 20 feet.

**(5) Canopy or Awning Signs:**

Canopy signs, Marquee signs and signs on Architectural Projections are signs that are mounted to either structure that project off the face of the building more than eighteen (18) inches or signs that are mounted to a freestanding structure not attached to a building that creates a canopy or covering over an area below. Graphics affixed to or applied to the face or side surfaces of a canopy or awning are permitted provided that the total sign area or graphic, as defined herein does not exceed the area allowed within the relevant zoning district.

Graphic treatment and/or embellishment in the form of striping, patterns, or variances shall be permitted on the face or side surfaces of any awning or canopy without restriction and the area of any such graphic treatment and/or embellishment shall not be calculated as a component of permitted copy area. Only the sign or copy area displayed on an awning shall be used to determine the permitted sign area – the entire awning shall not be included in a Sign Area calculation

**(6) Projecting Signs:**

Projecting signs shall not extend more than 6 feet from the building's wall surface in any direction.

Projecting signs shall be located a minimum of 10 feet above ground elevation as measured under all parts of the sign.

Projecting signs shall meet the minimum side and rear yard setback requirements of the Code as measured from the closest point of the sign.

Projecting signs shall be located a minimum of 35 feet from the centerline of the road or 2 feet behind the road right-of-way, whichever distance is greater.

Projecting signs shall not extend above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.

Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds (2/3) of the width of the sidewalk.

#### **8.9.4 J Sign Illumination Standards**

Signs may be illuminated consistent with the following standards:

- (1) A sign in any district may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of seven hundred fifty (750) cd/m2 or Nits, regardless of the method of illumination.
- (2) Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded.

All illuminated signs must comply with the maximum luminance level of seven hundred fifty (750) cd/m2 or Nits at least one-half hour before apparent sunset, as determined by the National Oceanic and Atmospheric Administration (NOAA), US Department of Commerce, for the specific geographic location and date. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise, as determined by the NOAA, at which time the sign may resume luminance levels appropriate for daylight conditions when required or appropriate.

Luminance for an individual sign shall be measured at a distance of 16.4 feet from a sign with the meter facing towards the sign face.

- (3) Signs do not constitute a form of outdoor lighting at night, and are exempt from any other outdoor lighting regulations within this Code.

#### **8.9.4.K Electronic Message Center Standards**

Electronic Message Centers shall meet the following regulations:

- (1) **Dimming Controls**  
In Districts that allow an EMC sign, the EMC sign shall have automatic dimming controls, either by photocell (hardwired) or via software settings, in order to bring the EMC lighting level at night into compliance with the sign illumination standards of this Code.
- (2) **Display Time**  
In Districts that allow an EMC sign, the EMC sign shall have a minimum display time of eight (8) seconds. The transition time between messages and/or message frames is limited to three (3) seconds.

#### **8.9.4.L Electrical Regulations Applying to all Permanent and Temporary Signs**

All signs, outline lighting systems and skeleton neon lighting systems shall be manufactured and installed in compliance with the National Electric Code. The Listing label number for all signs shall be provided on the Permit application, or, if the sign has not been manufactured yet, through Nationally Recognized Testing Laboratory (NRTL) validation, a NRTL file number from the sign manufacturer shall be provided for all electric signs on the Land Use Permit Application.

#### **8.9.5 6 Master Sign Plan**

**8.9.5.6A** The owner(s) of a lot (disregarding streets and alleys) may submit a Master Sign Plan to the Department for approval. The Master Sign Plan shall indicate the exact location of each sign proposed and shall include information on the signs color and architectural theme, lettering or graphic style, lighting, sign material, the height and area for each individual sign and the total area for all signs proposed.

**8.9.5.6B** Under a Master Sign Plan, a 25 percent increase in the maximum allowable sign area or sign height for each type of sign may be allowed without obtaining a variance from the Board of Adjustment. An additional number of signs may also be allowed without the need of a variance under such a plan. All other sign restrictions apply.

**8.9.5.6.C** Directional, incidental and or accessory signs may be approved in any zoning district as part of an approved Master Sign Plan. Such directional, incidental and/or accessory signs shall not exceed six (6) square feet in sign area and eight (8) feet in height if freestanding. The sign(s) shall be located a minimum of 2 feet behind any public road right-of-way. The sign(s) shall meet all side and rear yard requirements of the Code for an accessory structure. The sign shall not exceed 20 feet in height.

**8.9.5.6.D** The Master Sign Plan must be signed by all owners or authorized agents and all owners must agree to follow the approved plan. After approval of a Master Sign Plan, no sign shall be erected, placed, altered or painted, unless in conformance with the approved plan and such plan may be enforced in the same manner as any provision of this Code. The Master Sign Plan shall be subject to the approval of the Department.

**8.9.5.6E** Existing signs not in conformance with the Master Sign Plan shall be brought into compliance within a time period specified on the Plan.

**8.9.5.6F** A Master Sign Plan may be amended by filing a Land Use Permit application for a new Master Sign Plan that conforms with all requirements of the Code then in effect and by obtaining the approval of the Department. ~~Planning and Development Department.~~

## 8.9.6 Sign Types and Area Computational Methodology

### FREESTANDING SIGNS

usually perpendicular to viewer's line-of-sight. May be double or multi faced and contain thematic embellishment and integral covers or cladding to conceal structural supports.



PYLON



POLE WITH CLADDING



MULTI PANEL PYLON



POLE



MONUMENT

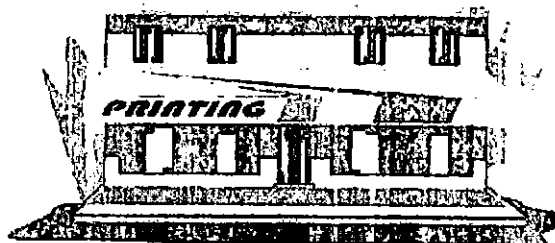


CANOPY



MONOLITH

### BUILDING SIGNS

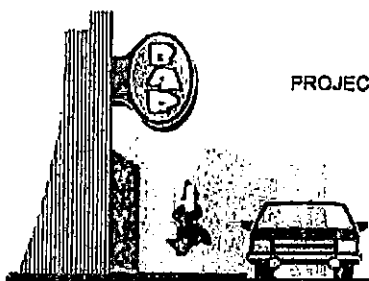


AWNING

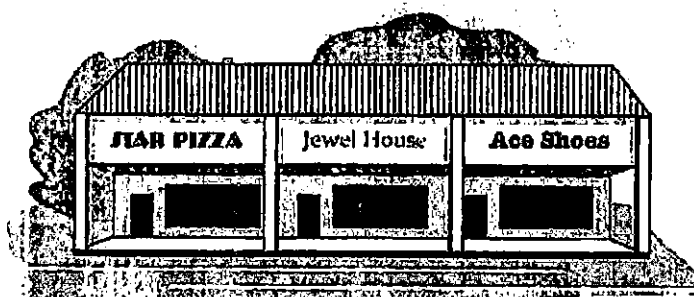


ROOF

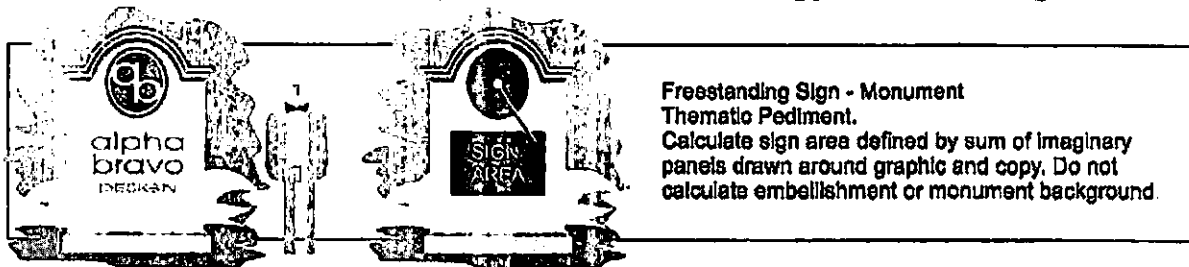
WALL / FASCIA



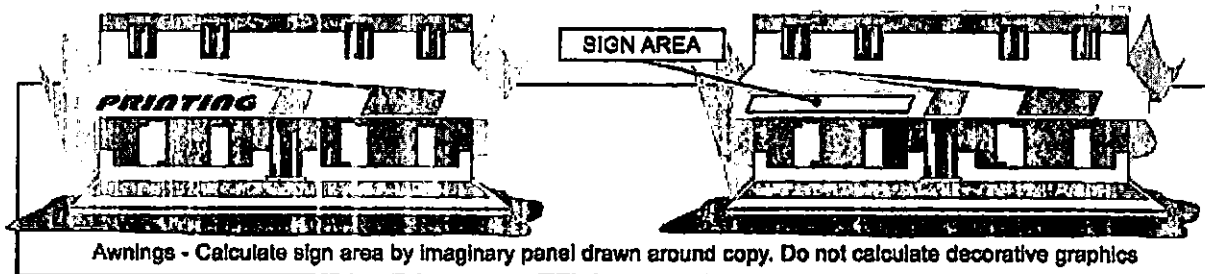
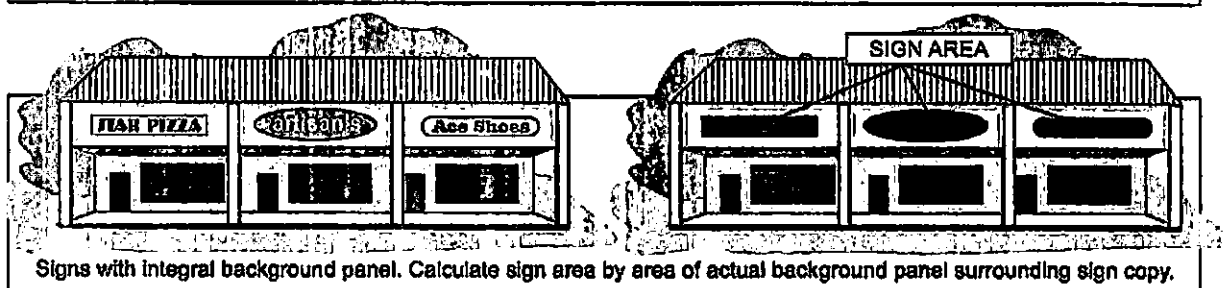
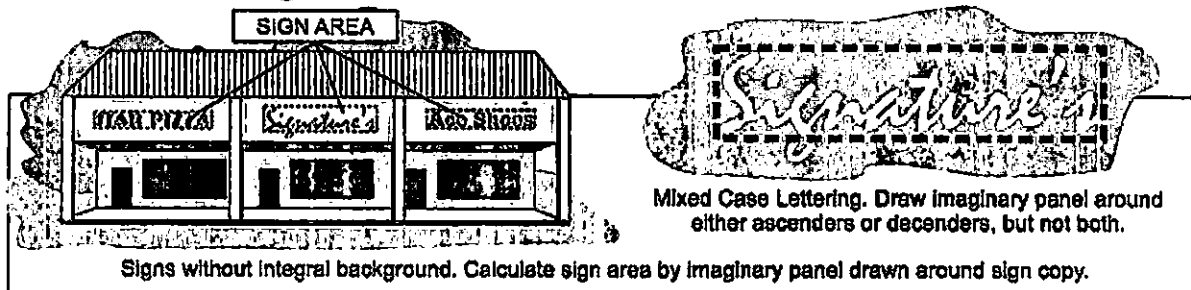
PROJECTING



## Sign Area Computational Methodology / Ground Signs



### Wall / Fascia Signs



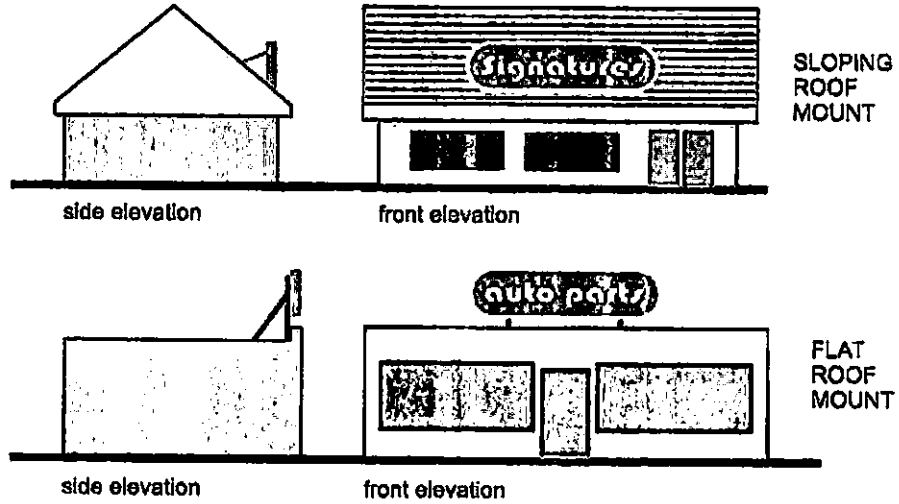


## Sign Area Computational Methodology / Ground Signs

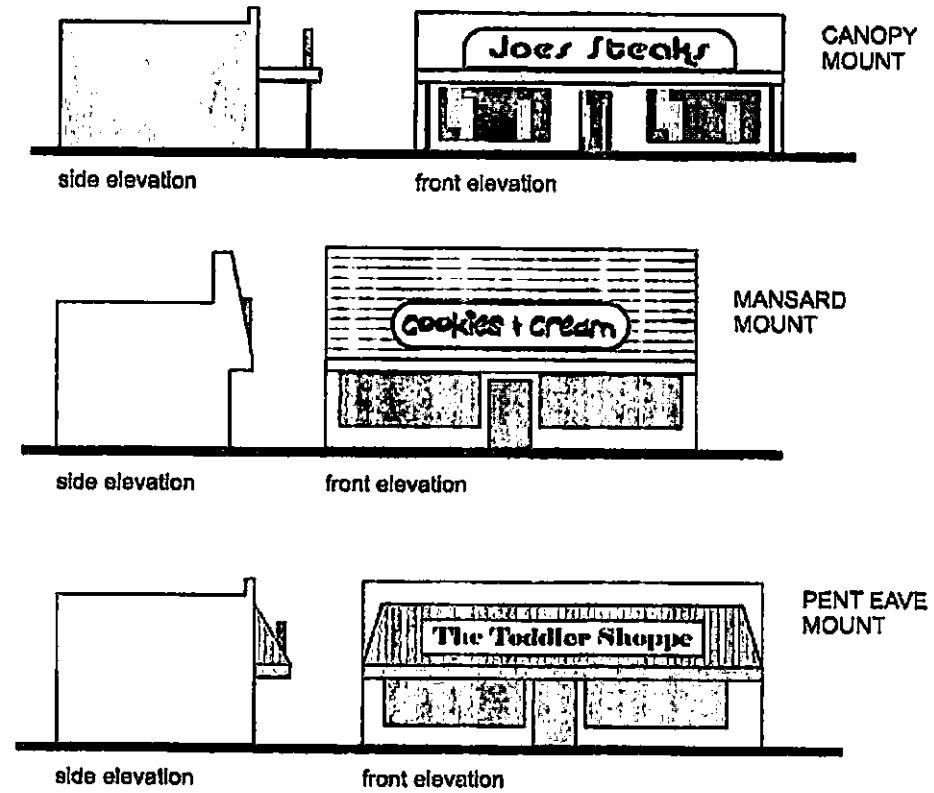
		<p><b>Freestanding Sign - Exposed Pole Support</b> Calculate sign area defined by actual rectangular panel surrounding copy.</p>
		<p><b>Freestanding Sign - Thematic Embellishment - Concealed Support</b> Calculate sign area defined by actual rectangular panel surrounding copy. Do not calculate embellishment or support cladding</p>
		<p><b>Freestanding Sign - Multi Panel - Concealed Support</b> Calculate sign area defined by sum of actual oval panels surrounding copy. Do not calculate support cladding</p>
		<p><b>Freestanding Sign - Monument Thematic Embellishment - Concealed Support</b> Calculate sign area defined by imaginary panel drawn around copy. Do not calculate embellishment or monument background</p>
		<p><b>Freestanding Sign - Monument Thematic Embellishment - Concealed Support</b> Calculate sign area defined by actual oval panel surrounding copy. Do not calculate embellishment or monument background</p>

## Comparison: Roof and Wall Sign Distinctions

### ROOF SIGNS



### Fascia Signs on Roof-Like Projections NOT ROOF SIGNS



## FORMULAE: COMMON GEOMETRIC SHAPES

Even the most complex sign backgrounds are simply combinations of various geometric shapes. Included here are useful formulae to assist in the computation of the areas of common shapes. Some of these formulae utilize the Greek letter pi, designated as the symbol  $\pi$ . The approximate numerical value of  $\pi$  is 3.1416.



### CIRCLE

The AREA of a circle is found by multiplying the square of its radius (radius is the distance from the center to the outer edge or circumference) by  $\pi$  (3.1416). Area =  $\pi r^2$



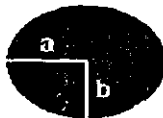
### SQUARE, RECTANGLE, PARALLELOGRAM

The AREA of a square, rectangle, or parallelogram (all four sided figures with two pair of parallel sides) is found by multiplying the length by the width. Area =  $L \times W$



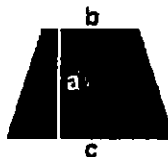
### TRIANGLE

The AREA of a triangle (three sided figure) is found by multiplying one-half of the base times the height. Area =  $\frac{1}{2} (b \times h)$



### ELLIPSE

The AREA of an ellipse is found by multiplying half the length of the major axis by half the length of the minor axis, then multiplying the result by  $\pi$  (3.1416). Area =  $\pi (a \times b)$



### TRAPEZOID

A four sided figure with only one pair of parallel sides. The AREA equals one-half the product of its altitude (a) multiplied by the sum of its bases (the bases are the two parallel sides - b and c). Area =  $\frac{1}{2} a (b+c)$



### REGULAR POLYGONS

Polygons are figures bounded by straight lines called sides. The AREA of a polygon equals the number of triangles within it times the area of each triangle. See formula for triangle. Area =  $\frac{1}{2} (b \times h) \times \text{number of triangles}$ .



UNITED  
STATES  
SIGN  
COUNCIL

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**3. Amend "CH 12 – Definitions" to include the following definitions:**

Abandoned Sign – A sign that no longer identifies or advertises an ongoing business, product, location, service, idea, or activity conducted. Whether a sign has been abandoned or not shall be determined by the intent of the land owner of the sign and shall be governed by the applicable State Case Law and Statutory Law on abandoned structures.

Alteration – A change in the size or shape of an existing sign. Copy or color change of an existing sign shall not be considered an alteration for purposes of this Code. Changing or replacing a sign face or panel shall not be considered an alteration for purposes of this Code.

Animated Sign – A sign employing actual motion, the illusion of motion, or light and/or color changes achieved through mechanical, electrical, or electronic means. Animated signs, which are differentiated from changeable signs as defined and regulated by this Code, include the following types:

1. Environmentally Activated: Animated signs or devices motivated by wind, thermal changes, or other natural environmental input. Includes spinners, pinwheels, pennant strings, and/or other devices or displays that respond to naturally occurring external motivation.
2. Mechanically Activated: Animated signs characterized by repetitive motion and/or rotation activated by a mechanical system powered by electric motors or other mechanically induced means.
3. Electrically Activated: Animated signs producing the illusion of movement by means of electronic, electrical, or electromechanical input and/or illumination capable of simulating movement through employment of the characteristics of one or both of the classifications noted below:
  - a. Flashing: Animated signs or animated portions of signs whose illumination is characterized by a repetitive cycle in which the period of illumination is either the same as or less than the period of non-illumination. For the purposes of this Code, flashing will not be defined as occurring if the cyclical period between on-off phases of illumination exceeds four (4) seconds.
  - b. Patterned Illusionary Movement: Animated signs or animated portions of signs whose illumination is characterized by simulated movement through alternate or sequential activation of various illuminated elements for the purpose of producing repetitive light patterns designs to appear in some form of constant motion.

Architectural Projection – Any projection from a building that is decorative and/or functional and not intended for occupancy, and that extends beyond the face of an exterior wall of a building but that does not include signs as defined herein. See also: Awning; Back-lit Awning; and Canopy, Attached and Freestanding.

Awning – An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or non-rigid materials and/or fabric on a supporting framework that may be either permanent or retractable.

Awning Sign – A sign displayed on or attached flat against the surface or surfaces of an awning. See also: Wall or Fascia Sign.

Back-lit Awning – An awning comprised of covering material exhibiting the characteristic of luminosity obtained by means of a source of illumination contained within its framework.

Banner – A flexible substrate on which copy or graphics may be displayed.

Banner Sign – A sign utilizing a banner as its display area.

Bench Sign – A sign applied or affixed to the seat or back of a bench.

Building Façade – That portion of any exterior elevation of a building extending vertically from grade to the top of a wall or eaves and horizontally across the entire width of the building elevation.

Building Sign – A sign that is applied or affixed to a building.

Candela – The basic unit of measurement of light in SI (metric) units.

Candela per square meter – The SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.

Candle or Candlepower – Synonymous with Candela, but in English, not SI terms.

Canopy (Attached) – A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points. The surface(s) and/or soffit of an attached canopy may be illuminated by means of internal or external sources of light.

Canopy (Freestanding) – A multi-sided overhead structure supported by columns, but not enclosed by walls. The surface(s) and/or soffit of an attached canopy may be illuminated by means of internal or external sources of light.

Canopy Sign – A sign affixed to the visible surface(s) of an attached or freestanding canopy. May be internally or externally illuminated. Similar to a Marquee Sign.

Changeable Sign – A sign with the capability of content change by means of manual or remote input.

Conforming Sign – A sign that is legally installed in conformance with all prevailing jurisdictional laws and Codes.

Copy – The graphic content or message of a sign.

Copy Area of Sign – The actual area of the sign copy as applied to any background. Copy area on any individual background may be expressed as the sum of the geometrically computed shape or shapes encompassing separate individual letters, words, or graphic elements on the background.

Directional Sign – Any sign that is designed and erected for the purpose of providing direction and/or orientation for pedestrian or vehicular traffic.

Display Time – The amount of time a message and/or graphic is displayed on an Electronic Message Sign.

Dissolve – A mode of transportation on an Electronic Message Sign accomplished by varying the light intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the gradual appearance and legibility of the second message.

Double-faced Sign – A sign with two faces, back to back.

Electric Sign – Any sign activated or illuminated by means of electrical energy.

Electronic Message Center or Sign (EMC) – An electrically activated changeable sign whose variable message and /or graphic presentation capability can be electronically programmed by computer from a remote location.

Externally Illuminated Sign – See Illuminated Sign.

Exterior Sign – Any sign placed outside a building.

Facade - That portion of any exterior elevation of a building extending vertically from grade to the top of a wall or eaves and horizontally across the entire width of the building elevation

Fade – A mode of message transition on an Electronic Message Sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Fascia Sign – See Wall Sign

Flashing Sign – See Animated Sign, Electrically Activated.

Foot Candle – An English unit of measurements of the amount of light falling upon a surface (illuminance). One foot candle is equal to one lumen per square foot. Can be measured by means of an illuminance meter.

Foot Lambert – An English unit of measurement of the amount of light emitted by or reflecting off a surface (luminance) equivalent to 3.4262591 candelas per square meter.

Freestanding sign – A sign principally supported by one or more columns, poles, or braces placed in or upon the ground. May also be referenced as a ground sign or monument sign.

Frontage (Building) – The length of an exterior building wall or structure of a single lot along either a public way or other lot that it faces.

Frontage (Property) – The length of the property line(s) of any single lot along either a public way or other lot on which it borders.

Ground Sign – See Freestanding Sign

Illuminance – The amount of light falling upon a real or imaginary surface, commonly called "light level" or "Illumination". Measured in foot candles (lumens/square foot) in the English System and lux (lumens/square meter) in the SI (metric) system.

Illuminated Sign – A sign characterized by the use of artificial light, either projecting through its surface(s) [Internally or trans-illuminated].

Interior Sign – Any sign placed within a building, but not including window signs as defined by this Code. Interior signs, with the exception of window signs as defined, are not regulated by this Code.

Listed Sign – A sign manufactured and labeled in according with specifications promulgated by a recognized testing laboratory designed to assure compliance with applicable American National Standards (ANSI) and /or the National Electric Code (NEC).

Luminance – The light that is emitted by or reflected from a surface. Measures in luminous intensity (candelas) per unit area (square meters in SI measurement units or square feet in English measurement units.)

Lux – the SI (metric) unit for illuminance. One lux equals 0.093 foot candles.

Mansard – A roof-like façade comparable to an exterior building wall.

Marquee – See Canopy (Attached).

Marquee Sign – See Canopy Sign.

Multiple-Faced Sign – A sign containing three (3) or more faces.

Nit – A photometric unit of measurement referring to luminance. One nit is equal to one cd/m<sup>2</sup>.

Non-Conforming Sign – A sign that was legally installed by permit in conformance with all sign regulations in this Code in effect at the time of its installation, but which may no longer comply with subsequently enacted regulations.

Official Public Signs – Signs erected by the federal, state, county or local municipalities including traffic, utility, safety, parking restrictions, information and public or court notices, railroad crossing and identification signs for public facilities and any signs erected by the County or Municipality having jurisdiction.

Parallel Sign – See Wall Sign.

Parapet – The extension of a building façade above the line of the structural roof.

Permanent Sign – A sign designed, planned and constructed so as to remain at one location for the foreseeable future.

Portable Sign – Any sign not permanently attached to the ground and which can be removed without the use of tools.

Projecting Sign – A sign other than a Wall Sign that is attached to or projects more than eighteen 18 inches from a building face or wall or from a structure whose primary purpose is other than the support of a sign.

Real Estate Sign – A temporary sign advertising the sale, lease or rental of the property or premises upon which it is located.

Revolving Sign – A sign that has the capacity to revolve three hundred and sixty degrees (360) about an axis.

Roof Line – The uppermost line of the roof of a building or, in the case of an extended facade or parapet, the uppermost point of said façade or parapet.

Roof Sign – A sign mounted on the main roof portion of a building or on the uppermost edge of a parapet wall of a building and which is wholly or partially supported by such building.

Scroll – A mode of message transition on an Electronic Message Sign in which the message appears to move vertically across the display surface.

SI (International System of Units) – The modern metric system of measurement.

Sign – Any device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation or alphabetic or pictorial symbols or representations. Noncommercial flags or any other flags displayed from flagpoles or staffs will not be considered to be signs. Typical sign types can be found in Appendix B.

Sign Copy – The physical sign message including any words, letters, numbers, pictures and symbols.

Sign Structure – Any structure designed for the support of a sign.



Sign Area – The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or “V” shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as fifty (50) percent of the sum of the area of all faces of the sign. See Appendix B.

Sign Face – The surface upon, against or through which the sign copy is displayed or illustrated not including structural supports, architectural features of a building or sign structure.

Temporary Sign – A sign intended to display messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground or not permanently affixed to a building or sign structure that is permanently embedded in the ground are considered temporary signs.

Wall or Fascia Sign – A sign that is in any manner affixed to any exterior wall of a building or structure and that projects not more than eighteen (18) inches from the building or structure wall. Also includes signs affixed to architectural projections that project from a building provided the copy area of such signs remains on a parallel plane to the face of the building façade or to the face or faces of the architectural projection to which it is affixed.

Window Sign – A sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of the Dodge County Planning, Development and Parks Committee to adopt the Dodge County Non-metallic Mining Reclamation Ordinance as shown in Exhibit A and to amend the Dodge County Land Use Code as shown in Exhibit B.

The Committee has considered the proposal in accord with Section 2.3.3.1 of the Dodge County Land Use Code and finds that the adoption of the proposed Dodge County Non-metallic Mining Reclamation Ordinance and the proposed amendments to the Land Use Code are necessary in order to meet the minimum mandatory mining reclamation requirements of the Wisconsin State Statutes and Wisconsin Administrative Code. The Committee has also found that the amendments meet the challenge of changing conditions, the amendments are consistent with the Dodge County Comprehensive Plan and the stated purposes of the code, the amendments will not result in significant adverse impacts on the natural environment and the amendments will protect the health, safety and general welfare of the general public. Furthermore, the Committee has found that the criteria listed in Section 2.3.3.1 of the Dodge County Land Use Code can be met for these amendments.

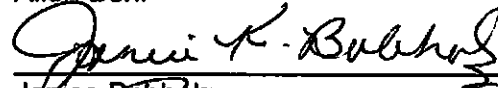
Respectfully submitted this 15th day of August, 2017



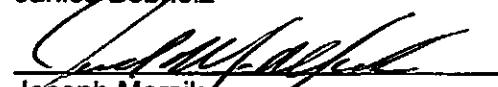
Tom Schaefer



Allen Behl



Janice Bobholz



Joseph Marsik



William Muehe

Planning, Development and Parks  
Committee

**An Ordinance amending the Land Use Code, Dodge County, Wisconsin and adopting the Dodge County Wisconsin Nonmetallic Mining Reclamation Ordinance.**

Whereas the subject matter of this Ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed the proposed amendments to the Dodge County Land Use Code and the proposed Nonmetallic Mining Reclamation Ordinance and has considered the facts presented at the public hearing relating to the subject matter of these codes for compliance with the criteria listed in Section 2.3.3.1 of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the amendments to the Dodge County Land Use Code and the adoption of the proposed nonmetallic mining reclamation ordinance regulations are necessary in order to bring the County's nonmetallic mining reclamation regulations into compliance with the applicable Wisconsin State Statutes and the Wisconsin Administrative Code. Furthermore, the Committee has found that the amendments meet the challenge of changing conditions, the amendments are consistent with the Dodge County Comprehensive Plan and the stated purposes of the code and the amendments will not result in significant adverse impacts on the natural environment.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.3.1 of the Dodge County Land Use Code can be met for this code amendment and for the adoption of the Nonmetallic Mining Reclamation Ordinance that is the subject matter of this Ordinance and has further found that said amendment and said Nonmetallic Mining Reclamation Ordinance will protect the health, safety, and general welfare of the general public.

**The County Board of Supervisors of the County of Dodge do ordain as follows:**

**Section 1.** Be it resolved that the Dodge County Nonmetallic Mining Reclamation Ordinance as represented by "Exhibit A" and the amendment to the Land Use Code, Dodge County Wisconsin as represented by "Exhibit B" attached to and made a part of this Ordinance be and hereby is approved and adopted, by the Board of Supervisors of Dodge County, Wisconsin.

**Section 2.** This Ordinance shall be effective upon passage and publication.

**Section 3.** All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

**Adopted and approved this 15th day of August, 2017.**

\_\_\_\_\_  
**Russell Kottke**  
Chairman

\_\_\_\_\_  
**Karen J. Gibson**  
County Clerk

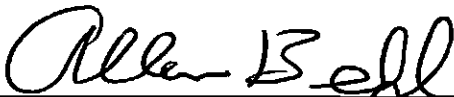
## PETITION TO AMEND THE LAND USE CODE OF DODGE COUNTY, WISCONSIN

We, the Dodge County Planning, Development and Parks Committee, petition to adopt the Dodge County Nonmetallic Mining Reclamation Ordinance as shown in "Exhibit A" and to amend the Land Use Code, Dodge County Wisconsin as shown in "Exhibit B".

The intent of the petition is to remove the Non-Metallic Mining Reclamation Overlay District Provisions from the Land Use Code and to create a separate stand-alone Non-Metallic Mining Reclamation Ordinance. The proposed amendments will bring the County's non-metallic mining regulations into compliance with the minimum standards that are required by the Wisconsin State Statutes and the Wisconsin Administrative Code and will create a more user-friendly document for the public.

Respectfully submitted this 1<sup>st</sup> day of MAY, 2017.

  
Tom Schaefer

  
Allen Behl

\_\_\_\_\_  
Janice Bobholz

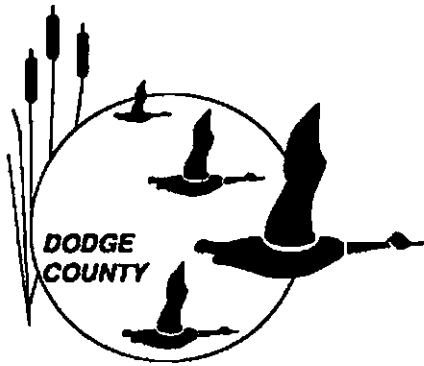
  
Joseph Marsik

  
William Muehe

Planning, Development and Parks Committee

***Exhibit A***

1. **Adopt the Dodge County Nonmetallic Mining Reclamation Ordinance as Follows:**



# Dodge County, Wisconsin Nonmetallic Mining Reclamation Ordinance

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Dodge County  
Land Resources and Parks Department

Adopted \*\*\*\*\*, 2017



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**Adopted May 15, 2001. Revised \_\_\_\_\_, 2017**

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## **1.0     GENERAL PROVISIONS**

### **1.1     Statutory Authorization**

This ordinance is adopted pursuant to the authorization in Section 295.13, Wisconsin Statutes, and Section NR 135.32(1), Wisconsin Administrative Code.

### **1.2     Purpose**

The purpose of this Ordinance is to establish a local program to ensure the effective reclamation of nonmetallic mining sites on which nonmetallic mining takes place in Dodge County after the effective date of this Ordinance.

### **1.3     Interpretation**

In their interpretation and application, the provisions of this Ordinance shall be held to be the applicable requirements for nonmetallic mining reclamation and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes outside the reclamation requirements for nonmetallic mining sites required by subchapter I of Chapter 295, Wisconsin Statutes and Chapter NR 135, Wisconsin Administrative Code. Where any terms or requirements of this Ordinance may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this Ordinance is required by Wisconsin Statutes, or by a standard in Chapter NR 135, Wisconsin Administrative Code, and where the provision is unclear, the provision shall be interpreted to be consistent with the Wisconsin Statutes and the provisions of Chapter NR 135, Wisconsin Administrative Code.

### **1.4     Applicability and Exemptions**

**1.4.1** The requirements of this Ordinance apply to all operators of nonmetallic mining sites within Dodge County operating on or commencing to operate after August 1<sup>st</sup>, 2001 and as provided in Sections NR 135.02(1) and (2), Wisconsin Administrative Code except for nonmetallic mining sites located in a city, village or town within Dodge County that has adopted an ordinance pursuant to Section 295.14, Wisconsin Statutes, and Section NR 135.32(2), Wisconsin Administrative Code.

**1.4.2** This Ordinance does not apply to the exempt activities listed in Section NR 135.02(3), Wisconsin Administrative Code.

### **1.5     Definitions**

All definitions for the purposes of this Ordinance are those contained in Section NR 135.03, Wisconsin Administrative Code.

### **1.6     Standards**

All nonmetallic mining sites subject to this Ordinance shall be reclaimed in conformance with the standards contained in Subchapter II of Chapter NR 135, Wisconsin Administrative Code.

### **1.7     Title**

Nonmetallic Mining Reclamation Ordinance, Dodge County, Wisconsin.

## **2.0     ADMINISTRATION**

### **2.1     Permit Application**

#### **2.1.1   Required Submittal**

The operator of all nonmetallic mining sites that operate on or after August 1<sup>st</sup>, 2001 shall apply for a reclamation permit from Dodge County. All reclamation permit applications under this section shall be accompanied by the information required by Section NR 135.18 and Section NR 135.19, Wisconsin Administrative Code.

#### **2.2     New Mines**

The operator of any nonmetallic mine site that engages in or plans to engage in nonmetallic mining shall submit an application that meets the requirements of Sections NR 135.18 and Section NR 135.19, Wisconsin Administrative Code to Dodge County prior to beginning operations. This application shall be accompanied by a plan review fee as specified in 7.0.

### **2.3     Public Notice and Right of Hearing**

#### **2.3.1   New Mines**

Dodge County shall provide public notice and the opportunity for a public informational hearing as set forth in Sections NR 135.20(1) and (2), Wisconsin Administrative Code for any nonmetallic mining site for which a complete reclamation permit application that satisfies 2.2 is received.

#### **2.3.2   Local Transportation-Related Mines**

No public notice or informational hearing is required for a nonmetallic mining reclamation permit issued to a local transportation-related mine pursuant to 3.1.5.

## **3.0     ISSUANCE OF PERMIT**

### **3.1     Permit Required**

Every operator of a nonmetallic mining site in Dodge County who engages in or plans to engage in nonmetallic mining shall obtain a reclamation permit issued under this section, except nonmetallic mining sites exempt from this Ordinance as provided in 1.4.2.

#### **3.1.2   Permit Issuance for New Mines**

Applications for reclamation permits for nonmetallic mining sites that satisfy 2.2 shall be issued a reclamation permit or otherwise acted on as provided in Section NR 135.21, Wisconsin Administrative Code. The permit shall require compliance with a reclamation plan submitted by the applicant that conforms with 4.3, and provision by the applicant of financial assurance that conforms with 5.0 payable to Dodge County prior to beginning mining.

#### **3.1.3   Automatic Permit for Local Transportation-Related Mines**

Dodge County shall issue an automatic permit under this subsection for any borrow site operated to provide material for a locally-administered transportation project that meets the criteria in Section NR 135.23(1)(a), Wisconsin Administrative Code. This automatic permit shall be issued according to the provisions of Sections NR 135.23(1)(b) through (j), Wisconsin Administrative Code.

#### **3.1.4 Expedited Review**

Any operator of a nonmetallic mining site may obtain an expedited review of a reclamation permit application by paying the expedited review fee specified in 7.2. The expedited review shall be carried out according to the provisions of Section NR 135.23(2), Wisconsin Administrative Code. Such expedited review shall not waive, shorten or otherwise affect the public notice and right of hearing pursuant to 2.0.

#### **3.1.5 Permit Conditions**

Permits issued under this section may include conditions as provided in Section NR 135.21, Wisconsin Administrative Code. One required condition shall be that new mines shall obtain financial assurance prior to beginning mining pursuant to Section NR 135.40, Wisconsin Administrative Code.

#### **3.1.6 Permit Denial**

An application for a nonmetallic mining reclamation permit shall be denied if any of the factors specified in Section NR 135.22, Wisconsin Administrative Code exist.

### **3.2 Alternative Requirements**

#### **3.2.1 Scope of Alternative Requirements Approvable**

An operator of a nonmetallic mining site may request an alternative requirement to any reclamation standard. Such a request may be made only on the basis of the criteria set forth in Section NR 135.26(1), Wisconsin Administrative Code.

#### **3.2.2 Procedures**

The operator of a nonmetallic mining site requesting an alternate requirement shall demonstrate all the criteria in Section NR 135.26, Wisconsin Administrative Code. This shall be submitted in writing to the Department. Alternative requirements shall be approved by the Dodge County Planning, Development and Parks Committee.

#### **3.2.3 Transmittal of Decision on Request for Alternate Requirements**

The decision on a request for alternative reclamation requirements shall be in writing to the applicant and shall include documentation of why the alternative requirement was or was not approved.

#### **3.2.4 Notice to Wisconsin Department of Natural Resources**

Dodge County shall provide notice to the Wisconsin Department of Natural Resources as provided in Section NR 135.26(3), Wisconsin Administrative Code.

### **3.3 Permit Duration**

A nonmetallic mining reclamation permit issued under this Ordinance shall last through operation and reclamation of the nonmetallic mining site, unless suspended or revoked pursuant to 12.2.2, or as limited under Section NR 135.27, Wisconsin Administrative Code where the mine operator is not the landowner.

### **3.4 Permit Transfer**

A nonmetallic mining reclamation permit issued under this Ordinance shall be transferred to a new owner or operator upon satisfaction of the conditions in Section NR 135.28, Wisconsin Administrative Code.

### **3.5 Previously Permitted Sites**

For any nonmetallic mining site which had a reclamation permit previously issued pursuant to Chapter NR 135, Wisconsin Administrative Code that becomes subject to reclamation permitting authority of Dodge County the previously-issued municipal reclamation permit's terms and conditions shall remain in force until they can be modified by Dodge County pursuant to 3.7.1.

### **3.6 Review**

Any permitting decision or action made by Dodge County under this Ordinance may be reviewed as set forth in Section NR 135.30, Wisconsin Administrative Code.

### **3.7 Permit Modification**

#### **3.7.1 By Dodge County**

A nonmetallic mining reclamation permit issued under this Ordinance may be modified by Dodge County if it finds that, due to changing conditions, such as circumstances set out in Section NR 135.27, the nonmetallic mining site is no longer in compliance with this Ordinance. Such modification shall be by an order conforming with the procedures in 12.2 and as provided in Section NR 135.24(1), Wisconsin Administrative Code.

#### **3.7.2 By The Operator**

If operator of any nonmetallic mine that holds a reclamation permit issued under this Ordinance desires to modify such permit or reclamation plan approved under this Ordinance, it may request such modification by submitting a written application for such modification to Dodge County. If due to changing circumstances, such as those set out in Section NR 135.27, the operator shall modify such permit or reclamation plan. In either case the application shall be acted on using the standards and procedures of this Ordinance and as provided in Section NR 135.24(2), Wisconsin Administrative Code.

#### **3.7.3 Review**

All actions on permit modifications requested or initiated under this section are subject to review under 3.6.

### **3.8 Permit Suspension or Revocation**

#### **3.8.1 Grounds**

Dodge County may suspend or revoke a nonmetallic mining reclamation permit issued pursuant to this Ordinance if it finds any of the grounds listed in Section NR 135.25(1), Wisconsin Administrative Code.

### **3.8.2 Procedures**

If Dodge County finds grounds for suspending or revoking a nonmetallic mining reclamation permit, it may issue a special order suspending or revoking such permit as set forth in 12.2.2.

### **3.8.3 Consequences**

The consequences of a reclamation permit suspension or revocation order under 3.8.2 shall be as set forth in Sections NR 135.25(2) and (3), Wisconsin Administrative Code.

## **4.0 RECLAMATION PLAN**

### **4.1 Requirements**

All operators of nonmetallic mining sites subject to this Ordinance shall prepare and submit a reclamation plan that meets the requirements of Section NR 135.19, Wisconsin Administrative Code.

### **4.2 New Mines**

The operator of any nonmetallic mining site that applies for a permit in conformance with 2.2 shall submit the reclamation plan required by 4.1 with its application for a reclamation permit.

### **4.3 Approval of Reclamation Plan**

Dodge County shall approve, conditionally approve or deny the reclamation permit based on the reclamation plan submitted under this section in writing as part of permit issuance pursuant to 3.0 for new mines. Conditional approvals of reclamation permits shall be made according to 3.1.5, and denials of reclamation permits made according to 3.1.6. The operator shall keep a copy of the approved reclamation plan required by this section, once approved by Dodge County under this Ordinance, at the mine site or, if not practicable, at the operator's nearest office or place of business.

## **5.0 FINANCIAL ASSURANCE**

### **5.1 Requirements**

All operators of nonmetallic mining sites in Dodge County shall maintain an acceptable form of financial assurance that meets the requirements of Section 135.40, Wisconsin Administrative Code.

### **5.2 New Mines**

The operator of any nonmetallic mining site that applies for a reclamation permit in conformance with 2.2 shall submit the proof of financial assurance required by 5.1 as specified in the reclamation permit issued to it under this Ordinance.

### **5.3 Public Nonmetallic Mining**

The financial assurance requirements of this section do not apply to nonmetallic mining conducted by the State of Wisconsin, a state agency, board, commission or department, or a municipality.

## **6.0     ANNUAL OPERATOR REPORTING**

### **6.1     Contents and Deadline**

Annual reports shall be submitted by the operators of nonmetallic mining sites that satisfy the requirements of Section 135.36, Wisconsin Administrative Code. The annual report shall cover activities on un-reclaimed acreage for the previous calendar year and be submitted by January 31<sup>st</sup>. Annual reports shall be submitted until reclamation at each nonmetallic mining site is certified as complete under 10.3. Annual reports shall be submitted using the Dodge County Nonmetallic Reclamation Annual Report Form.

### **6.2     Inspection in Lieu of Report**

Dodge County may, at its discretion, obtain the information required in 6.1 by written documentation of an inspection it completes during a calendar year, as set forth in Section NR 135.36(4), Wisconsin Administrative Code.

### **6.3     Retention of Annual Reports**

Annual reports submitted under this section or inspection records that replace them shall be retained by Dodge County for at least 10 years after the calendar year to which they apply to. These records, or accurate copies of them, shall be made available to the Wisconsin Department of Natural Resources upon written request or during its inspection or audit activities carried out pursuant to Chapter NR 135, Wisconsin Administrative Code.

## **7.0     PLAN REVIEW FEES**

### **7.1     Amount and Applicability**

A person who intends to operate a nonmetallic mining site for which a permit application has been submitted under 2.2 shall submit a non-refundable plan review fee as specified in the Dodge County Fee Schedule. No plan review fee may be assessed under this section for any local transportation-related mine issued an automatic permit under 3.1.5. A separate plan review fee shall be paid under this section for any modification to an existing reclamation plan submitted pursuant to 3.7.

### **7.2     Expedited Plan Review Fee**

A person who intends to operate a nonmetallic mining site for which a permit application has been submitted under 2.2 may obtain expedited reclamation plan review by paying a fee as specified in the Dodge County Fee Schedule Ordinance. Such fee shall be in addition to that required in 7.1. The expedited plan review shall be completed within five business days.

### **7.3     Relation to Annual Fee**

Any reclamation plan review fee or expedited reclamation plan review fee collected under this section shall be added to and collected as part of the first annual fee collected under 8.0.

## **8.0 ANNUAL FEES**

### **8.1 Areas Subject to Fees, Procedures and Deadline**

Operators of all nonmetallic mining sites subject to reclamation permits issued under this Ordinance shall submit an annual fee to Dodge County. Fees paid under this section shall include both a share for the Wisconsin Department of Natural Resources under 8.2 and a share for Dodge County under 8.3 that equals as closely as possible the costs of examination and approval on nonmetallic mining reclamation plans and the inspection of nonmetallic mining reclamation sites. These fees shall be calculated based on the amount of unreclaimed acres of each site, as defined in Section NR 135.39(1), Wisconsin Administrative Code and according to its provisions. Such fees apply to a calendar year or any part of a year in which nonmetallic mining takes place, until final reclamation is certified as complete under 10.0. Fees shall be paid to Dodge County on or before January 31<sup>st</sup> for the previous calendar year.

### **8.2 Wisconsin Department of Natural Resources Share of Fee**

Fees paid under this section shall include a share for the Wisconsin Department of Natural Resources equal to the amount specified in Section NR 135.39(3), Wisconsin Administrative Code. For sites on which no nonmetallic mining has taken place during a calendar year, fees to be paid under this section for the following year shall be as specified in NR 135.39(6)(b).

### **8.3 Dodge County's Share of Fee**

Fees paid under this section shall also include an annual fee due to Dodge County which shall be as specified in the Dodge County Fee Schedule Ordinance.

### **8.4 Reduced Fee for Inactive Mines**

Any site on which no nonmetallic mining activity has taken place in a calendar year shall be assessed a fee as specified in the Dodge County Fee Schedule Ordinance.



## **9.0     REGULATORY REPORTING AND DOCUMENTATION**

### **9.1     Reporting**

Dodge County shall send an annual report to the Wisconsin Department of Natural Resources including the information required by Section NR 135.37, Wisconsin Administrative Code.

### **9.2     Documentation**

Dodge County shall, to the best of its ability, maintain the information set forth in Section NR 135.47, Wisconsin Administrative Code, and make it available to the Wisconsin Department of Natural Resources for that agency's audit of Dodge County's reclamation program pursuant to Section NR 135.47, Wisconsin Administrative Code.

## **10.0 COMPLETED RECLAMATION – REPORTING, CERTIFICATION AND EFFECT**

### **10.1 Reporting**

The operator of a nonmetallic mining site may certify completion of reclamation for a portion or all of the nonmetallic mining site pursuant to a reclamation plan prepared and approved pursuant to this Ordinance and Chapter NR 135, Wisconsin Administrative Code.

### **10.2 Reporting of Interim Reclamation**

The operator of a nonmetallic mining site may report completion of interim reclamation as specified in the reclamation plan for the site prepared and approved pursuant to this Ordinance and Chapter NR 135, Wisconsin Administrative Code. Reporting of interim reclamation shall be done according to the procedures in 10.1.

### **10.3 Certification of Completed Reclamation**

Dodge County shall inspect a nonmetallic mining site for which reporting of reclamation or interim reclamation has been submitted pursuant to this subsection within 60 days of receipt, and make a determination in writing in accordance with Section NR 135.40(7)(c), Wisconsin Administrative Code. If it is determined that interim or final reclamation is complete, including revegetation as specified in a plan that conforms with 4.0, Dodge County shall issue the mine operator a written certificate of completion.

### **10.4 Effect of Completed Reclamation**

If reclamation is certified by Dodge County as complete under 10.3 for part or all of a nonmetallic mining site, then:

**10.4.1** No fee shall be assessed under 8.0 for the area so certified.

**10.4.2** The financial assurance required by 5.0 shall be released.

### **10.5 Effect of Inaction Following Report of Completed Reclamation**

If no written response as required by 10.3 for an area of the mine site reported as reclaimed or interim reclaimed is given within 60 days of receiving such request, any annual fee paid to Dodge County for it under 8.0 shall be refunded.

## **11.0 PERMIT TERMINATION**

### **11.1 Termination**

When all final reclamation required by a reclamation plan conforming to 4.0 and required by this Ordinance is certified as complete pursuant to 10.0, Dodge County shall issue a written statement to the operator of the nonmetallic mining site, thereby terminating the reclamation permit.

## **12.0 ENFORCEMENT**

### **12.1 Right of Entry and Inspection**

For the purpose of ascertaining compliance with the provisions of Subchapter I of Chapter 295, Wisconsin Statutes, Chapter NR 135, Wisconsin Administrative Code, or this Ordinance, any authorized officer, agent, employee or representative of Dodge County may inspect any nonmetallic mining site subject to this Ordinance as provided in Section 295.17(1), Wisconsin Statutes and Section NR 135.42, Wisconsin Administrative Code.

### **12.2 Orders**

#### **12.2.1 Enforcement Orders**

Dodge County may issue orders as set forth in Section 295.19(1)(a), Wisconsin Statutes to enforce Subchapter I of Chapter 295, Wisconsin Statutes, Chapter NR 135, Wisconsin Administrative Code, this Ordinance, a permit issued pursuant to this Ordinance, or a reclamation plan required by 4.0 and a permit issued under this Ordinance. A violation of this Ordinance, an order or permit issued pursuant to this Ordinance, or a reclamation plan required by 4.0 and a permit issued under this Ordinance shall be considered a violation of Subchapter I of Chapter 295, Wisconsin Statutes and Chapter NR 135, Wisconsin Administrative Code.

#### **12.2.2 Special Orders**

Dodge County may issue a special order as set forth in Sections 295.19(1)(b) and (c), Wisconsin Statutes suspending or revoking a nonmetallic mining reclamation permit pursuant to 3.8, or directing an operator to immediately cease an activity regulated under Subchapter I of Chapter 295, Wisconsin Statutes, Chapter NR 135, Wisconsin Administrative Code or this Ordinance until the necessary plan approval is obtained.

#### **12.2.3 Review Orders**

An order issued under 12.2.1 or 12.2.2 may be reviewed as provided in Section NR 135.43(2), Wisconsin Administrative Code.

#### **12.2.4 Enforcement**

Dodge County may submit any order issued under 12.2 to the district attorney, the corporation counsel, the municipal attorney or the attorney general for enforcement as provided in Section 295.19(1)(d), Wisconsin Statutes.

### **12.3 Penalties**

Any violation of Subchapter I of Chapter 295, Wisconsin Statutes, Chapter NR 135, Wisconsin Administrative Code, this Ordinance, a permit issued pursuant to this Ordinance or a reclamation plan required by 4.0 and a permit issued under this Ordinance may result in forfeitures as provided in Section 295.19(3), Wisconsin Statutes.

## **Exhibit B**

### **Proposed changes:**

**Additions in text are indicated by underline; deletions by ~~single strikethrough~~.**

1. Modify Section 1.4.1 as follows:

**1.4.1** The provisions of this Land Use Code shall apply to all development and the use of all structures, lands, and waters within the boundaries of Dodge County that lie outside the limits of incorporated cities and villages. ~~However, the provisions of this Code that apply to nonmetallic mining reclamation sites (Section 4.12) shall apply to all structures, lands, and waters within the boundaries of Dodge County, except as exempted in Section 4.12.1.C.~~ In addition, the zoning provisions of this code and the Official Zoning Map shall not include lands within Towns that have not adopted the Zoning Ordinance of Dodge County, Wisconsin.

2. **Delete Section 4.12 Non-Metallic Mining Reclamation Overlay District Regulations**

REPORT 3

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

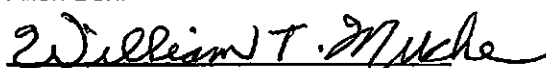
We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Beth Reanee and Sherry Boddie requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 10.5-acres of land from an A-1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in the NE ¼, NE ¼, Section 22, Town of Elba, in order to bring the events facility use of the property into compliance with the Code and recommend adoption of the attached ordinance.

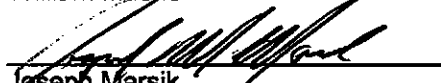
The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is substantially consistent with the Dodge County Comprehensive Plan and the Farmland Preservation Plan Map and is consistent with the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

Respectfully submitted this 15th day of August, 2017.

  
Tom Schaefer

  
Allen Behl

  
William Muche

  
Joseph Marsik

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Janice Bobholz

Planning, Development and Parks Committee

Ordinance No. 977

**An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 22, T10N, R13E, Town of Elba, in the A-2 General Agricultural zoning district.**

**Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.**

**Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.**

**Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.**

**The County Board of Supervisors of the County of Dodge do ordain as follows:**

**Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.**

**Section 2. This ordinance shall be effective upon passage.**

**Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.**

**Adopted and Approved this 15th day of August, 2017.**

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**Russell Kottke**  
**Chairman**

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**Karen J. Gibson**  
**County Clerk**



**ELIZABETH REANEE & SHERRY BODDIE**  
**Town of Elba, Sec. 22**

The data used to create this map is a compilation of records, information, and data from various city, county, and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



-  Reanee/Boddie Property
-  Area to be Rezoned (A-1 to A-2)

